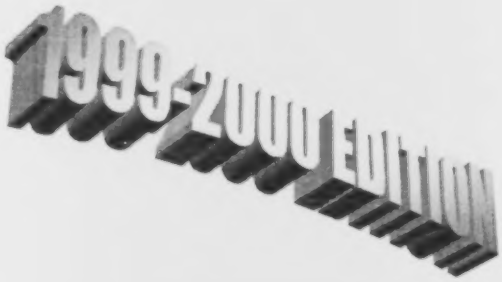

ADMINISTRATIVE MANUAL FOR THE CERTIFICATION OF SECONDARY SCHOOL STUDIES, GENERAL EDUCATION, YOUTH SECTOR

Québec

ADMINISTRATIVE MANUAL FOR THE CERTIFICATION OF SECONDARY SCHOOL STUDIES, GENERAL EDUCATION, YOUTH SECTOR

Direction de la sanction des études

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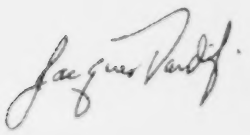
Introduction

The *Administrative Manual for the Certification of Secondary School Studies, General Education, Youth Sector* sets out the administrative rules that school boards and other educational institutions must apply with respect to the evaluation and certification of secondary school studies in general education in the youth sector.

This document completes the *Basic school regulation for secondary school education* and the *General Education in the Youth Sector: Preschool, Elementary School and Secondary School, 1999-2000 Directives*. The contents of the manual are arranged as follows:

- Chapter 1	References to Legal Texts
- Chapter 2	Application of Rules
- Chapter 3	Administration of Examinations
- Chapter 4	Conversion and Moderation of Students' Results
- Chapter 5	Students with Handicaps
- Chapter 6	Music
- Chapter 7	Life Skills and Work Skills Education for Young People, On-the-job Training in a Recycling Facility
- Chapter 8	Registrar Services

The *Info/Sanction* publications provide information on specific questions covered in the manual. The manual is distributed to those responsible for the certification of studies at school boards and private schools, and is updated annually. Your comments are greatly appreciated as they allow us to make improvements and provide you with a useful tool. Please feel free to submit your comments in writing.



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REFERENCES TO LEGAL TEXTS

CHAPTER 1

REFERENCES TO LEGAL TEXTS

1.1 *Education Act*

1.1.1 Teachers' Rights

Section 19 *In accordance with the educational project of the school and subject to the provisions of this Act, the teacher has the right to govern the conduct of each group of students entrusted to his care.*

The teacher is entitled, in particular, . . .

(2) to select the means of evaluating the progress of students so as to examine and assess continually and periodically the needs and achievement of objectives of every student entrusted to his care.

1988, c. 84, s. 19.

1.1.2 Functions and Powers of School Boards

Section 222 *Every school board shall ensure that the basic school regulation established by the Government is implemented in accordance with the gradual implementation procedure established by the Minister under section 459.*

For humanitarian reasons or to avoid serious harm to a student, the school board may, following a request, with reasons, made by the parents of the student, by the student, if of full age, or by the school principal, exempt the student from the application of a provision of the basic school regulation. In the case of an exemption from the rules governing certification of studies referred to in section 460, the school board must apply therefor to the Minister.

The school board may also, subject to the rules governing certification of studies prescribed by the basic school regulation, permit a departure from a provision of the basic school regulation so that a special school project applicable to a group of students may be carried out. In the case of a departure from the list of subjects, the school board must obtain the authorization of the Minister in accordance with section 459.

1988, c. 84, s. 222; 1997, c. 96, s. 60

Section 231 *Every school board shall ensure that each school evaluates student achievement and administers the examinations imposed by the Minister.*

A school may impose internal examinations in the subjects it determines at the end of each cycle of the elementary level and at the end of the first cycle of the secondary level.

1988, c. 84, s. 231; 1990, c. 8, s. 26; 1997, c. 96, s. 70.

Section 232 *Every school board shall recognize, in accordance with the criteria or conditions established by the Minister, the learning acquired by a student otherwise than as prescribed in the basic school regulation.*

1988, c. 84, s. 232.

Section 233 *After consulting with the parents' committee, every school board shall establish rules governing promotion from elementary school to secondary school and from the first cycle to the second cycle of the secondary level, subject to the rules prescribed by the basic school regulation.*

1988, c. 84, s. 233; 1997, c. 47, s. 22; 1997, c. 96, s. 71.

1.1.3 Functions and Powers of the Minister of Education

Section 447 *The Government may make regulations to be known as the "basic school regulation". . . .*

In addition, the basic school regulation may . . .

(5) determine the diplomas, certificates and other official attestations awarded by the Minister and prescribe the conditions under which they are to be awarded; . . .

1988, c. 84, s. 447; 1990, c. 8, s. 53; 1992, c. 23, s. 14; 1993, c. 40, s. 63; 1997, c. 96, s. 128

Section 460 *The Minister may, on such conditions as he determines, exempt any student or any category of students he determines from the application of certain rules of certification of studies or of prior learning.*

1988, c. 84, s. 460; 1997, c. 96, s. 135.

Section 469 *The Minister shall establish criteria or requirements for the recognition by school boards of the learning acquired by a person otherwise than as prescribed in the basic school regulation established under section 447. . . .*

1988, c. 84, s. 469; 1997, c. 96, s. 142.

Section 470 *The Minister may, to avoid penalizing students unduly, revise the results obtained by them in the examinations he imposes, to compensate for any error or ambiguity in the examinations brought to his attention after they are taken.*

The Minister may, where circumstances so require, invalidate the examination and either retain as the final result the grades obtained in the school board internal examinations or hold another examination.

In addition, the Minister may, in accordance with the criteria and methods established by him, weight the results obtained in the school board internal examinations in subjects for which he imposes examinations, to make the results comparable to those obtained in the internal examinations held in other school boards.

1988, c. 84, s. 470.

Section 471 *The Minister shall award diplomas, certificates and other official attestations prescribed in the basic regulations as well as the official attestations and transcripts of marks which he determines.*

1988, c. 84, s. 470; 1990, c.78, s. 54; 1997, c. 96, s. 164.

1.2 ***Basic school regulation for secondary school education*** **(Order in Council 74-90, 24 January 1990, Gazette officielle, p. 440)**

Section 41 *The achievement by the students of the learning objectives determined in the programs of studies and of certain aspects of the students' overall development shall be the subject of an evaluation carried out in accordance with the standards and procedures determined by the school board or by the Minister within the scope of their respective responsibilities.*

Section 42 *Evaluation is the process that consists in gathering, analyzing and interpreting data relating to the achievement of the learning objectives determined in the programs of studies and to the students' overall development, with a view to appropriate judgments and decisions.*

Section 70 *For all programs offered at the secondary level, the pass mark is 60 percent.*

Section 72 *The Minister shall, every year, determine the number of sessions during which the examinations that he sets are administered. He shall publish the calendar and the schedules with which the candidates and the personnel responsible must comply.*

Section 78 *The Minister may authorize, upon a request giving reasons therefor, that an exception be made to a provision of this basic school regulation for humanitarian reasons or to avoid a serious prejudice to a student.*

1.3 1999-2000 Directives

Certification System

The application of the certification system provided for in section 69 of the *Basic school regulation for secondary school education* is suspended and replaced by the following rules for the certification of secondary school studies.

Students shall earn 54 credits in Secondary IV and V, at least 20 of which must be at the Secondary V level or in vocational education. The following credits are compulsory:

- 6 Secondary V credits in language of instruction
- 4 Secondary IV or V credits in second language instruction for students whose language of instruction is French
- 4 Secondary V credits in second language instruction for students whose language of instruction is English
- 4 Secondary IV credits in history of Québec and Canada

Credits earned in Secondary I, II and III are not taken into consideration for the certification of secondary school studies.

Credits for courses successfully completed in vocational education are also taken into consideration for the certification of secondary school studies, except for credits earned for courses falling under Section 2 (i.e. semi-skilled trades).

1.4 Examinations Imposed by the Minister

Admission to Uniform Examinations

Students may not be prevented from taking a uniform examination because of too many absences or because their marks are too low.

Examination Sessions

The Ministère holds three examination sessions every year: in August, in January and in June.

The date and time set for uniform examinations and compulsory examinations must be observed. Only the Minister may authorize a change to the examination timetable.

1.5 Language of Instruction

Charter of the French Language

Section 72 *Instruction in the kindergarten classes and in the elementary and secondary schools shall be in French, except where this chapter allows otherwise.*

This rule obtains in school bodies within the meaning of the Schedule and in private educational institutions accredited for purposes of subsidies under the Act respecting private education (chapter E-9.1) with respect to the educational services covered by an accreditation. . . .

1977, c. 5, s. 72; 1992, c. 68, s. 138; 1993, c. 40, s. 23.

Section 73 *The following children, at the request of one of their parents, may receive instruction in English:*

(1) a child whose father or mother is a Canadian citizen and received elementary instruction in English in Canada, provided that that instruction constitutes the major part of the elementary instruction he or she received in Canada;

(2) a child whose father or mother is a Canadian citizen and who has received or is receiving elementary or secondary instruction in English in Canada, and the brothers and sisters of that child, provided that that instruction constitutes the major part of the elementary or secondary instruction received by the child in Canada;

(3) a child whose father and mother are not Canadian citizens, but whose father or mother received elementary instruction in English in Québec, provided that that instruction constitutes the major part of the elementary instruction he or she received in Québec;

(4) a child who, in his last year in school in Québec before 26 August 1977, was receiving instruction in English in a public kindergarten class or in an elementary or secondary school, and the brothers and sisters of that child;

(5) a child whose father or mother was residing in Québec on 26 August 1977 and had received elementary instruction in English outside Québec, provided that that instruction constitutes the major part of the elementary instruction he or she received outside Québec.

1977, c. 5, s. 73; 1983, c. 56, s. 15; 1993, c. 40, s. 24.

Section 75 *The Minister of Education may empower such persons as he may designate to verify and decide on children's eligibility for instruction in English under any of sections 73, 81, 85 and 86.1.*

1977, c. 5, s. 75; 1993, c. 40, s. 26.

Section 79 *A school body not already giving instruction in English in its schools is not required to introduce it and shall not introduce it without express and prior authorization of the Minister of Education.*

However, every school body shall, where necessary, avail itself of section 213 of the Education Act (chapter I-13.3) to arrange for instruction in English of any child declared eligible therefor.

The Minister of Education shall grant the authorization referred to in the first paragraph if, in his opinion, it is warranted by the number of pupils in the jurisdiction of the school body who are eligible for instruction in English under this chapter.

1977, c. 5, s. 79; 1988, c. 84, s. 547; 1993, c. 40, s. 29.

Section 84 *No secondary school leaving certificate may be issued to a student who does not have the speaking and writing knowledge of French required by the curricula of the Ministère de l'Éducation.*

1977, c. 5, s. 84.

Section 85 *Children staying in Québec temporarily may, at the request of one of their parents, be exempted from the application of the first paragraph of section 72 and receive instruction in English in the cases or circumstances and on the conditions determined by regulation of the Government. The regulation shall also prescribe the period for which such an exemption may be granted and the procedure to be followed in order to obtain or renew it.*

1977, c. 5, s. 85; 1983, c. 56, s. 19; 1993, c. 40, s. 33.

Section 87 *Nothing in this Act prevents the use of an Amerindic language in providing instruction to the Amerinds, or of Inuktitut in providing instruction to the Inuit.*

1977, c. 5, s. 87; 1983, c. 56, s. 21.

Section 88 *Notwithstanding sections 72 to 86, in the schools under the jurisdiction of the Cree School Board or the Kativik School Board, according to the Education Act for Cree, Inuit or Naskapi Native Persons (chapter I-14), the languages of instruction shall be Cree and Inuktitut, respectively, and the other languages of instruction in use in the Cree and Inuit communities in Québec on the date of the signing of the Agreement indicated in section 1 of the Act approving the Agreement concerning James Bay and Northern Québec (chapter C-67), namely, 11 November 1975.*

The Cree School Board and the Kativik School Board shall pursue as an objective the use of French as a language of instruction so that pupils graduating from their schools will in future be capable of continuing their studies in a French school, college or university elsewhere in Québec, if they so desire.

After consultation with the school committees, in the case of the Crees, and with the parents' committees, in the case of the Inuit, the commissioners shall determine the rate of introduction of French and English as languages of instruction.

With the assistance of the Ministère de l'Éducation, the Cree School Board and the Kativik School Board shall take the necessary measures to have sections 72 to 86 apply to children whose parents are not Crees or Inuit. For the purposes of the second paragraph of section 79, a reference to the Education Act is a reference to section 450 of the Education Act for Cree, Inuit and Naskapi Native Persons.

This section, with the necessary changes, applies to the Naskapi of Schefferville.

1977, c. 5, s. 88; 1983, c. 56, s. 22, s. 51; 1988, c. 84, s. 548.

CHAPTER 2

APPLICATION OF RULES

CHAPTER 2

APPLICATION OF RULES

2.1 Certification System 3

2.1.1 Certification Requirements

As of July 1, 1997, all students are subject to certification system 3.

The Ministère de l'Éducation awards a Secondary School Diploma to students who have earned 54 credits in Secondary IV and V, at least 20 of which must be at the Secondary V level. The following credits are compulsory:

- 6 Secondary V credits in language of instruction
- 4 Secondary IV or V credits in second language instruction for students whose language of instruction is French
- 4 Secondary V credits in second language instruction for students whose language of instruction is English
- 4 Secondary IV credits in history of Québec and Canada (these credits are granted in Secondary IV)

All general education programs in compulsory and optional subjects successfully completed in Secondary IV and V are taken into consideration in the certification of secondary school studies.

All courses successfully completed in vocational education are also taken into consideration in the certification of secondary school studies, except for courses falling under Section 2 (i.e. semi-skilled trades).

Educational institutions are responsible for evaluation in all courses for which the Ministère does not set a uniform examination.

The pass mark for all courses taken by students subject to certification system 3 is 60 percent.

As a general rule, the final mark of each student who has taken a uniform examination is determined by adding two marks: 50 percent of the mark obtained on the uniform examination *(converted if necessary)* and 50 percent of the moderated school mark. However, the final mark is calculated differently for examinations involving several components.

2.1.2 Specific Conditions

2.1.2.1 Local Programs of Study

Programs of study developed by an educational institution may be considered in granting credits recognized for the certification of studies.

No special authorization is required for local programs worth four credits or less. Educational institutions may use a code already in the SESAME subject list *(no authorization is required)*. However, the educational institution must ensure that the code selected for a given local program is still valid by contacting the person responsible for codes for local programs of study *(see Appendix II, Number 12)*.

If no code in the subject list meets the educational institution's need, the institution must complete the application form for a local program and send it to the address indicated *(see Appendix II, Number 1)*.

Programs worth five credits or more must be approved by the Ministère; the Direction de la sanction des études will supply the required information and documents. The code to be used for the local program will be assigned concurrent with program approval.

The educational institution must complete the appropriate form and send it to the person responsible for codes for local programs *(see Appendix II, Number 12)*.

2.1.2.2 Substitution of Credits Earned in Languages of Instruction and Second Languages

The compulsory credits in French as a second language may be replaced by credits in French as the language of instruction for the same grade level; credits in English as a second language may be replaced by credits in English as the language of instruction. These substitutions require no prior approval. However, no examination results will be published for students who are not eligible for instruction in English but who nonetheless pursued their studies in English. The examination results for English as the language of instruction will be published only if these students pass the examination for French as the language of instruction for the corresponding grade level.

All students enrolled in the French sector must pass the French language of instruction examination in order to graduate. Similarly, all students enrolled in the English sector must pass the English language of instruction examination in order to graduate.

2.1.2.3 Language of Instruction and Second Language for the Cree, Inuit and Naskapi

The Cree, Inuktitut and Naskapi languages are recognized respectively as the languages of instruction of these groups.

Educational institutions therefore have various choices as to the selection of language of instruction and second language examinations.

Students may satisfy the requirement with respect to the evaluation of learning in the language of instruction either by taking the examination prepared by the educational institution in the Cree, Inuktitut or Naskapi language, or by taking the uniform language of instruction examination in English or in French.

Whenever the native language of instruction is selected, students may satisfy the language of instruction requirement with respect to the evaluation of learning in the second language by taking one of the following examinations: English as the language of instruction; English as a second language; French as the language of instruction; or French as a second language.

2.1.2.4 Heritage Language Courses

The Ministère recognizes credits earned for courses in heritage languages taken by students in an authorized institution, subject to the following conditions:

- any program worth five credits or more must be approved by the Minister;
- the institution offering the courses must be authorized under the *Act respecting private education*, a status granted annually by the Direction générale de l'enseignement privé;
- the results obtained must be reported to the Ministère by the institution in which the student is officially enrolled.

2.2 Change of Certification System

Students who are in Secondary V when a certification system changes have an additional year to complete their courses and obtain their Secondary School Diploma.

However, students who do not take advantage of this transitional measure at the end of their Secondary V year are considered to have changed certification systems. They are then subject to the rules of the new certification system and may be required to pass one or more examinations not compulsory under the certification system previously applicable to them.

CHAPTER 3

ADMINISTRATION OF EXAMINATIONS

CHAPTER 3

ADMINISTRATION OF EXAMINATIONS

3.1 Types of Examinations

3.1.1 Uniform Examinations

Uniform examinations are summative examinations used to evaluate learning in subjects that are compulsory for the certification of studies. Such examinations may also be set for subjects that are prerequisites for certain college programs. These uniform examinations are prepared for the June, August and January sessions. The Ministère de l'Éducation is responsible for developing uniform examinations and administering them to students under uniform conditions, on a date specified in the official calendar.

3.1.2 Compulsory Examinations

Compulsory examinations are summative examinations used to evaluate learning in certain subjects that are not required for the certification of studies. The Ministère de l'Éducation is responsible for developing these examinations and administering them to students under uniform conditions, on a date specified in the official calendar. These examinations are prepared for the June session only. Educational institutions are responsible for correcting the examinations and managing the results.

3.1.3 Complementary Examinations

Complementary examinations are summative examinations used to evaluate learning in compulsory or optional subjects and are offered to educational institutions as a guide. These optional examinations are administered to students on a date specified in the official calendar. The date of an examination may be postponed but never brought forward. Examinations are corrected by educational institutions and a correction key and guide are provided by the Ministère. These examinations are prepared for the June session only.

3.1.4 Local Examinations

Local examinations are summative examinations developed by educational institutions and administered to students on a date determined by the institution.

3.2 Specific Provisions Regarding Examinations with Several Components

3.2.1 French as the Language of Instruction

The examination for Secondary V *Français, langue maternelle,* has three components:

- writing
- reading
- speaking

The components are weighted as follows to obtain the comprehensive final mark:

- writing	(128-560)	50 percent
- reading	(128-570)	40 percent
- speaking	(128-580)	10 percent

Credits are not granted for each specific component, but for the comprehensive final mark, which determines whether students earn the six credits for *Français, langue maternelle* (128-586).

The final result for the **writing component** is obtained by adding two marks: 50 percent of the moderated school mark and 50 percent of the mark on the uniform examination, converted if necessary.

The evaluation of the **reading and speaking components** is the responsibility of educational institutions.

The comprehensive final mark (128-586) that appears on the summary line of the statement of marks is obtained by adding up the final marks for each component (according to the weighting indicated above). When the final mark for each component is computed, values of 0.5 to 0.9 are rounded up to the next whole number and values less than 0.5 are ignored. A comprehensive final mark of 58 or 59 percent should be raised to 60 and so reported on the summary line.

The marks earned for each component are presented in ascending order of code numbers and year/session on the statement of marks. The comprehensive final mark listed for code 128-586 appears immediately under the marks earned for each component. If the examination for a specific component is retaken, the higher mark earned is used in computing the comprehensive final mark.

Students who do not pass all the components yet obtain a comprehensive final mark (128-586) of at least 60 percent will be granted the six credits for *Français, langue maternelle*.

When a student does not take an examination component, the code XMT *(exemption)* indicated for any given component carries a value of 60 percent in the computation of the comprehensive final mark.

The code ANN *(cheating)* or ABS *(unexcused absence)* indicated for any given examination component carries a value of 0 percent in the computation of the comprehensive final mark. In cases where an ABS code is assigned but where the student's absence was justified, a copy of the documents justifying the student's absence must be sent to the Ministère.

Educational institutions must enter the mark for each of the three components on the school report.

Since the writing component (128-560) is corrected at the Ministère, educational institutions must send the students' answer booklets to the Ministère.

The rules for correction in force at the time of the June examination session will be applied to the correction of a component that is retaken outside of a regular examination session *(closure of record)*. Consequently, whenever the writing component (128-560) is retaken, the educational institution must send the student's answer booklet for correction to the person assigned to that particular educational institution at the Direction de la sanction des études *(refer to list of resource persons in section 3.20 of this manual)*.

3.2.2 French as a Second Language

The examination for Secondary V *French, Second Language,* has four components:

- writing
- reading
- listening
- speaking

The components are weighted as follows to obtain the comprehensive final mark:

- writing	(634-560)	15 percent
- reading	(634-570)	25 percent
- listening	(634-580)	15 percent
- speaking	(634-590)	45 percent

Credits are not granted for each specific component, but for the comprehensive final mark, which determines whether students earn the four credits for *French, Second Language* (634-594).

The final mark for each component is determined by adding 50 percent of the moderated school mark and 50 percent of the mark obtained on the ministry examination, converted if necessary.

Educational institutions must send the Ministère a percentage mark for each of the four components of the examination.

The final mark for each component (after moderation and conversion, if applicable) is computed in the same way as for other uniform examinations, but final marks of 58 and 59 percent should remain unchanged.

The comprehensive final mark (634-594) that appears on the summary line of the statement of marks is obtained by adding up the weighted marks for the four components. When the mark for each component is computed, values of 0.5 to 0.9 are rounded up to the next whole number, and values less than 0.5 are ignored. A comprehensive final mark of 58 or 59 percent should be raised to 60 percent and so reported on the summary line.

The marks earned for each of the components are presented in ascending order of the code numbers and year/session on the statement of marks. The comprehensive final mark listed for code 634-594 appears immediately under the marks earned for each component. If the examination for a specific component is retaken, the higher mark earned is used in computing the comprehensive final mark.

Students who do not pass all the components yet obtain a comprehensive final mark (634-594) of at least 60 percent will be granted the four credits for *French, Second Language*.

The code XMT *(exemption)* indicated for any given component carries a value of 60 percent in the computation of the comprehensive final mark.

The code ANN *(cheating)* or ABS *(unexcused absence)* indicated for any given examination component carries a value of 0 percent in the computation of the comprehensive final mark. In cases where an ABS code is assigned but where the student's absence was justified, a copy of the documents justifying the student's absence must be sent to the Ministère.

In the computation of the final mark, the code EQU *(equivalence for authorized absence)* indicated for any given component carries a value equal to that of the moderated school mark. When an examination consists of several components, an equivalence may be granted even if the moderated school mark for one of the components is lower than the pass mark; however, the total for all the components must be equal to or higher than the pass mark.

3.2.3 English as a Second Language

The examination for Secondary V *Anglais, langue seconde*, has two components:

- oral and written production
- oral and written comprehension

The components are weighted as follows to obtain the comprehensive final mark:

- oral and written production	(136-470 and 136-570)	40 percent
- oral and written comprehension	(136-480 and 136-580)	60 percent

Credits are not granted for each specific component, but for the comprehensive final mark, which determines whether students earn the four credits for *Anglais, langue seconde* (136-484 or 136-584).

The final mark for each component is determined by adding 50 percent of the moderated school mark and 50 percent of the mark obtained on the uniform examination, converted if necessary.

The educational institution must send the Ministère a percentage mark for each of these components:

- oral and written production (136-470 and 136-570)
- oral and written comprehension (136-480 and 136-580)

The comprehensive final mark appears on the statement of marks under the code 136-484 or 136-584.

The final mark for each component (after moderation and conversion, if applicable) is computed in the same way as for other uniform examinations, but final marks of 58 or 59 percent should remain unchanged.

The comprehensive final mark for 136-484 or 136-584 that appears on the summary line of the statement of marks is obtained by adding the weighted marks for the two components. When the mark for each component is computed, values of 0.5 to 0.9 are rounded up to the next whole number, and values less than 0.5 are ignored. If the comprehensive final mark is 58 or 59 percent, it should be raised to 60 percent and so reported on the summary line.

The marks earned for each of the components are presented in ascending order of the code numbers and year/session on the statement of marks. The comprehensive final mark listed for code 136-484 or 136-584 appears immediately under the marks earned for each component. If the examination for a specific component is retaken, the higher mark earned is used in computing the comprehensive final mark.

Students who do not pass all the components yet obtain a comprehensive final mark (136-484 or 136-584) of at least 60 percent will be granted the four credits for *Anglais, langue seconde.*

The code XMT *(exemption)* indicated for any given component carries a value of 60 percent in the computation of the final mark.

The code ANN *(cheating)* or ABS *(unexcused absence)* indicated for any given examination component carries a value of 0 percent in the computation of the comprehensive final mark. In cases where an ABS code is assigned but where the student's absence was justified, a copy of the documents justifying the student's absence must be sent to the Ministère.

In the computation of the comprehensive final mark, the code EQU *(equivalence for authorized absence)* indicated for any given component carries a value equal to that of the moderated school mark. When an examination consists of several components, an equivalence may be granted even if the moderated school mark for one of the components is lower than the pass mark; however, the total for all the components must be equal to or higher than the pass mark.

3.2.4 Chemistry, Physics and Physical Science

Chemistry 534 (551-584) and Physics 534 (554-584)

The examinations for Secondary V chemistry 534 (*Chemistry* 551-584) and physics 534 (*Physics* 554-584) each have two components:

- written chemistry examination: 551-570 (local examination)
- chemistry laboratory examination: 551-580 (local examination)
- written physics examination: 554-570 (local examination)
- physics laboratory examination: 554-580 (local examination)

The written uniform examinations for chemistry 534 (551-570) and physics 534 (554-570) are out of 100 and worth 75 percent of the comprehensive final mark.

The results of the laboratory examinations for chemistry (551-580) and physics (554-580) are out of 100 and worth 25 percent of the comprehensive final mark.

Marks are calculated at the Ministère. The comprehensive final mark for chemistry appears under code 551-584 and for physics, under code 554-584.

The code ANN *(cheating)* or ABS *(unexcused absence)* indicated for any given examination component carries a value of 0 percent in the computation of the comprehensive final mark. In cases where an ABS code is assigned but where the student's absence was justified, a copy of the documents justifying the student's absence must be sent to the Ministère.

Physical Science 416 (556-486)

The examination for Secondary IV physical science 416 has two components:

- written physical science examination: 556-470
- physical science laboratory examination: 556-480

The written physical science examination (556-470) is out of 100 and worth 85 percent of the comprehensive final mark.

The results of the physical science laboratory examination (556-480) is out of 100 and worth 15 percent of the comprehensive final mark.

Marks are calculated at the Ministère. The comprehensive final mark for physical science appears under code 556-486.

The code ANN *(cheating)* or ABS *(unexcused absence)* indicated for any given examination component carries a value of 0 percent in the computation of the comprehensive final mark. In cases where an ABS code is assigned but where the student's absence was justified, a copy of the documents justifying the student's absence must be sent to the Ministère.

In the computation of the comprehensive final mark, the code EQU *(equivalence for authorized absence)* indicated for any given component carries a value equal to that of the moderated school mark. When an examination consists of several components, an equivalence may be granted even if the moderated school mark is lower than the pass mark; however, the total for all the components must be equal to or higher than the pass mark.

Credits are not granted for each specific component, but for the comprehensive final mark, which determines whether students earn the six credits for physical science.

The final mark for each component is determined by adding 50 percent of the moderated school mark and 50 percent of the mark obtained on the uniform examination, converted if necessary.

The educational institution must send the Ministère a percentage mark for each of the two components of the physical science examination.

The final mark for each component *(after moderation and conversion, if applicable)* is computed in the same way as for other uniform examinations.

The comprehensive final mark (556-486) that appears on the summary line of the statement of marks is obtained by adding the weighted marks for the two components. When the mark for each component is computed, values of 0.5 to 0.9 are rounded up to the next whole number, and values less than 0.5 are ignored. If the comprehensive final mark is 58 or 59 percent, it should be raised to 60 percent and so reported on the summary line.

The marks earned for each of the components are presented in ascending order of the code numbers and year/session on the statement of marks. The comprehensive final mark listed for code 556-486 appears immediately under the marks earned for each component. If the examination for a specific component is retaken, the higher mark earned is used in computing the comprehensive final mark.

Students who do not pass all the components yet obtain a comprehensive final mark (556-486) of at least 60 percent will be granted the six credits for physical science.

3.2.5 Credits for Certain Subjects

Maximum Number of Credits for Examinations at the Same Grade Level

Because of the overlapping content in certain programs of study, the maximum number of credits that can be earned in such programs is limited. For example, students may not earn more than six credits in courses from the Secondary IV *English Language Arts* program as the content of these courses is almost equivalent. However, the results on all examinations taken will appear on the statement of marks.

This situation may arise in the following subjects.

MAXIMUM NUMBER OF CREDITS FOR EXAMINATIONS AT THE SAME GRADE LEVEL

Discipline	Examinations	Maximum No. of Credits
Anglais, langue seconde (Secondary IV)	134-414, 135-412, 135-422, 135-432, 135-442, 135-454, 135-912, 135-922, 135-932, 135-942, 136-484	4
Anglais, langue seconde (Secondary V)	134-514, 135-022, 135-042, 135-082, 135-092, 135-522, 135-542, 135-554, 135-582, 135-592, 136-584	8
Sciences physiques, Physical Science	056-416, 056-486, 056-436, 556-416, 556-486, 556-436	6
English Language Arts (Secondary IV)	630-416, 631-413, 631-416, 631-423, 631-426, 631-913, 631-923, 632-416	6
English Language Arts (Secondary V)	628-526, 630-516, 631-053, 631-063, 631-516, 631-526, 631-536, 631-553, 631-563, 632-516	12
Français, langue maternelle (Secondary IV)	128-486, 130-416, 131-413, 131-423, 131-433, 131-913, 131-923, 131-933, 132-416, 132-486	6
Français, langue maternelle (Secondary V)	130-516, 131-013, 131-023, 131-033, 131-513, 131-523, 131-533, 132-516, 128-586, 132-586	12 6
French, Second Language (Secondary IV)	634-414, 635-452, 635-462, 635-472, 635-952, 635-962, 635-972	4
French, Second Language (Secondary V)	633-022, 633-522, 634-514, 634-594, 635-042, 635-052, 635-062, 635-072 635-514, 635-542, 635-552, 635-562, 635-572	8
Mathématique, Mathematics (Secondary IV)	064-414, 064-416, 064-436, 068-416, 068-426, 068-436, 564-414, 564-416, 564-436, 568-416, 568-436	6
Mathématique, Mathematics (Secondary V)	064-574, 064-536, 068-514, 068-526, 068-536, 564-574, 564-536, 568-514, 568-526, 568-536	6
Heritage Languages (Secondary IV)	129-444, 138-444, 141-444, 145-444, 147-444, 148-424, 148-444, 152-444, 153-444, 155-454, 629-444, 638-444, 641-444, 645-444, 647-444, 648-424, 648-444, 652-444, 653-444, 653-454	4
Heritage Languages (Secondary V)	129-544, 138-544, 141-544, 145-544, 147-544, 148-524, 148-544, 153-544, 153-544, 153-554, 629-544, 638-544, 641-544, 645-544, 647-544, 648-524, 648-544, 652-544, 653-544, 653-554	4
Career Exploration	199-402, 199-404, 199-502, 199-504, 699-402, 699-404, 699-502, 699-504	4

3.3 Examination Timetable

Each year, the Ministère publishes a timetable for the various examinations. Educational institutions must comply with this timetable in its *entirety*. They may, however, bring forward or postpone the start of an examination by several minutes for administrative reasons.

Educational institutions may not reschedule a uniform examination for a date other than that indicated in the official calendar.

3.4 Examination Sessions

3.4.1 Person in Charge of the Certification of Studies at the Educational Institution

To indicate any change in the information concerning the educational institution or if the person responsible for the certification of studies has been replaced, please complete the appropriate form *(see Appendix II, Number 2)*.

3.4.2 Participation of Educational Institutions in Administering Ministry Examinations

Educational institutions must participate in administering the uniform examinations by providing, at their expense, suitable premises as well as the personnel required to monitor the students, to correct the examinations and to compile the results. Educational institutions must ensure the confidentiality of the examinations.

It is recommended that:

- one monitor be assigned to watch over each group of about 30 students;
- the school administration post the examination timetable and inform the students of the rules for taking examinations;
- the school administration ensure that the students' desks and the classrooms are free of any unauthorized materials.

3.4.3 January Session

During the month of October, educational institutions will be sent an order form for the January uniform examinations. To receive the required question booklets, the person in charge of the certification of studies at the educational institution must complete this order form, indicating the total number of question booklets needed for each subject. The total number includes all regular students enrolled at the school and those who are not in attendance at the school. Forms must be sent to the Ministère before the deadline indicated on the form.

The Ministère will ship the examination materials *(question booklets, answer sheets, return envelopes, etc.)* to the educational institutions during December and January. If the students have been registered for the examinations, the Ministère will send pre-identified answer sheets.

Educational institutions that send their registration forms within the prescribed time limit will receive the following examination materials: question booklets, the form for reporting the school marks and quintile rank (*Note de l'école et rang cinquième*, 16-7753), and the answer sheets pre-identified with the candidate's name and permanent code, the examination code and the educational institution's code number.

Note: Any urgent request for additional question booklets must be addressed to the regional office of the Ministère *(see Appendix II, Number 11)* or to the person responsible for the distribution of examinations at the Direction de la sanction des études *(see Appendix II, Number 12)*.

A certain quantity of partially pre-identified answer sheets and some blank answer sheets will also be sent to educational institutions so that they may report the data for students who were not registered for the examinations.

Educational institutions that use forms to report their examination-related data will also receive a supply of blank forms entitled *Results on Uniform Examinations and Local Examinations (16-7752-01, see Appendix II, Number 3)*.

Inclement weather or other unforeseeable circumstances may interfere with the January examination session. In such cases, the educational institutions must immediately contact the person in charge of the certification of studies at the regional office *(see Appendix II, Number 11)* so that a solution to the problem may be arranged with the Direction de la sanction des études.

The marks for the January session will be made available in mid-February. The January marks are published in two forms:

1. the official documents published expressly for students: statement of marks and diploma

2. the information lists containing data on the certification of secondary school studies published expressly for educational institutions

The information lists that are sent to educational institutions contain the following data:

- a copy of the students' statements of marks
- statistics on the examinations
- statistics on graduation
- the number of students who obtained marks of 58 and 59 percent on local examinations

Educational institutions may print lists containing the following data:

- the list of non-graduates
- copies of the statements of marks of non-graduates
- the number of failures on uniform examinations and local examinations at the secondary level, by school and by student
- the number of failures on uniform examinations and local examinations, by school, by subject and by student
- the summaries of the failed components
- the list of marks published
- the status of data transmission
- marks on uniform examinations and local examinations expected and not received
- the criteria for moderation
- the moderation tables

3.4.4 June Session

3.4.4.1 Uniform Examinations

In accordance with the number of examination registration forms submitted by each educational institution, the Ministère will ship a supply of question booklets and answer sheets pre-identified with each student's name and permanent code, the institution's code and the examination code.

Institutions using forms to report their examination-related data will also receive a supply of pre-identified forms entitled *Note de l'école et rang cinquième (16-7753)*.

A certain quantity of partially pre-identified forms and some blank forms will also be sent to educational institutions so that they may report the data on students who were not registered for the examinations.

Orders for additional materials must include the following information:

- examination code
- code of the educational institution
- group number
- quantity

Additional copies of the question booklets will be sent in a sealed envelope.

Orders for additional materials should be addressed to the person responsible for the distribution of examinations *(see Appendix II, Number 12)*.

3.4.4.2 Compulsory Examinations

The Ministère will ship a supply of compulsory examinations corresponding to the number indicated in the declaration of enrolments *(Déclaration d'effectif scolaire, see Appendix II, Number 7)*.

Publication

After the June examination session, the Ministère publishes the marks in two types of documents:

- official documents meant for the students: statement of marks and diploma
- information lists meant for the use of educational institutions

Official Documents

The Ministère publishes statements of marks three different times a year:

- first publication: first week of July
- second publication: third week of July
- third publication: first week of September

On each of these occasions, the Ministère sends the educational institutions copies of the statements of marks sent to the students.

Secondary School Diplomas are mailed to students at the beginning of September.

Information Lists

The information lists that are sent to educational institutions contain the following data:

- a copy of the students' statements of marks
- statistics on the examinations
  statistics on graduation
- the number of students who obtained marks of 58 and 59 percent on local examinations

The lists are distributed at two different times a year:

- first and second publications: end of July
- third publication: first week of September

The following lists may be printed locally by the educational institutions:

- the list of non-graduates
- copies of the statements of marks of non-graduates
- the number of failures on uniform examinations and local examinations at the secondary level, by student and by school
- the number of failures on uniform examinations and local examinations, by school, by subject and by student
- the summaries of the failed components
- the list of marks published
- the status of data transmission
- marks on uniform examinations and local examinations expected and not received
- the criteria for moderation
- the moderation tables

3.4.4.3 Complementary Examinations

Educational institutions generally receive one copy of complementary examinations and are responsible for reproducing the quantity they require. When copies cannot be made, the Ministère may ship the quantity indicated in the *Déclaration d'effectif scolaire (see Appendix II, Number 7)*.

3.4.5 August Session

Declaration of Enrolments

Students Who Attended a School

Educational institutions report enrolments at the beginning of the school year. They therefore do not need to complete the form entitled *Déclaration d'effectif scolaire (see Appendix II, Number 7)* for students who attended a secondary school during the school year and who take the August examinations.

Students Who Did Not Attend a School

The form entitled *Déclaration d'effectif scolaire (see Appendix II, Number 7)* must be completed for candidates who did not attend secondary school during the current school year and who take the August examinations.

These forms must be sent to the Ministère at the same time as the form entitled *Results on Uniform Examinations and Local Examinations (16-7752-01, see Appendix II, Number 3)* on which the students' marks are shown.

Ordering Examination Materials

The Ministère will ship the educational institutions the number of uniform examination question booklets indicated on the order forms, a supply of correction keys and answer sheets (form 16-7761 or 16-7762), and the form entitled *Results on Uniform Examinations and Local Examinations (16-7752-01) (see Appendix II, Number 3).*

All requests for additional question booklets must be addressed to the regional office concerned at the Ministère *(see Appendix II, Number 11)* or to the person responsible for the distribution of examinations at the Direction de la sanction des études *(see Appendix II, Number 12).*

Other Information on the August Examination Session

- Educational institutions should never return answer sheets to the Ministère except those for the writing component (132-560) of the *Français, langue maternelle,* examination, which are corrected at the Ministère. The institution is responsible for keeping the answer sheets.

- After the examinations have been corrected, marks are reported using form 16-7752-01 *(see Appendix II, Number 3).*

- The school mark reported must never be the one earned during the (regular) school year but the one obtained during the summer course, if applicable.

- The mark obtained on the uniform examination is entered in the column headed MARK ON UNIFORM EXAMINATION.

- The school code 099 must not be used for students who attended the school during the regular school year. The code for the month of June must be entered.

- For students who did not attend the school during the regular school year, code 099 is entered in boxes 3 to 8 and 20 to 25 on the form. The form entitled *Déclaration d'effectif scolaire (see Appendix II, Number 7)* must also be completed.

- The forms entitled *Déclaration d'effectif scolaire* and *Results on Uniform Examinations and Local Examinations* are sent to the person responsible for updating student records *(see Appendix II, Number 12).*

Publication of Marks

The marks from the August examination session are processed during the month of August and issued in September. However, the Direction de la sanction des études will send students' results for the writing component (132-560) of the *Français, langue maternelle,* examination by fax to the person in charge of the certification of studies.

Letter for CEGEP Admission

After the August examinations have been corrected, educational institutions will, upon request, provide the candidate with a letter addressed to college registrars to certify the marks obtained by the student in the August session. The intent of this letter is to accelerate the admission process for students who wish to attend college.

The following are the conditions under which an educational institution may issue a letter certifying that a student has passed a course:

1. **Students who took courses during the summer session**

   A letter may be issued if the student obtains a school mark of at least 60 percent and a mark of at least 60 percent on the uniform examination.

2. **Students who did not take courses in summer school**

   A letter may be issued if the student obtains a mark (converted, if required) of at least 60 percent on the uniform examination.

3.4.6 Examination Session for Special Cases

Students Living Outside Québec and Students Doing Practical Training on Military Bases

Candidates who cannot be present for an examination session must notify the head of the Direction de la sanction des études as soon as possible.

Those in charge of certification at the educational institutions concerned must provide the Ministère with the name and address of an authorized person, who must be recognized by the Ministère. This person will be responsible for administering the required examinations to the student. All correspondence will be directed to this individual, who must also ensure that the question booklets and answer sheets are sent to the Ministère.

Requests for exemptions should be addressed to the head of the Direction de la sanction des études *(see Appendix II, Number 12)*.

3.4.7 Admission to Ministry Examinations

To be eligible for the June uniform examinations, students must be enrolled in a school and have taken the course corresponding to the examination, in conformity with the educational institution's by-laws.

Students may not be prevented from taking a uniform examination because of too many absences or because their marks are too low.

3.5 Information Documents on Uniform Examinations, Complementary Examinations and Compulsory Examinations

The information documents for the uniform examinations, complementary examinations and compulsory examinations are intended for teaching and administrative personnel. They are distributed at the beginning of each school year.

3.6 Confidentiality of Examinations

The person in charge of certification at the educational institution, or someone delegated by him or her, must:

1. check the contents of each box and ensure that the correct number of envelopes has been received;

2. ensure that each of the envelopes does indeed contain the examinations indicated on the label;

3. store the question booklets in a safe place;

4. see that the examinations are distributed to the schools and ascertain that they are stored in a safe place. The examinations are to be distributed no sooner than two days before the scheduled examination date;

5. immediately notify the person in charge of the distribution of examinations *(see Appendix II, Number 12)* if question booklets have been received by mistake.

Note: Only authorized persons are allowed to have a copy of the examination before the date and time set for the administration of the examination.

3.7 Distribution Centres

As a general rule, the question booklets are sent directly to school boards and private schools, with the exception of private schools in the Québec, Lévis and Montréal areas, which must obtain them at distribution centres. A letter is sent to the private schools concerned indicating the time, date and location of the examination pick-up.

3.8 Receipt of Examination Question Booklets

The Ministère will ship as many question booklets (+ 10 percent) for the June session as examination registration forms submitted by each educational institution. An order form for examinations must be completed for the January and August sessions.

For the January and June sessions, the Ministère ships answer sheets that have been pre-identified with the name and permanent code of the student, the educational institution's code, and the examination code.

Institutions using forms to report their data will also receive copies of the form entitled *Note d'école et rang cinquième (16-7753).*

A certain quantity of partially pre-identified and blank forms are also shipped to educational institutions to allow them to report the data on students who were not registered for the examinations.

The question booklets for the uniform examinations are sent to educational institutions in sealed envelopes. The contents of each envelope will also be indicated on a label which should provide the following information:

- the title of the examination
- the code number of the examination
- the student's group number
- the name and code number of the educational institution
- the name and code number of the school
- the number of copies of question booklets in the envelope
- the date and time for administering the examination

3.9 Requests for Additional Copies of Question Booklets

All requests for additional copies of examination question booklets must be addressed either to the person in charge of the certification of studies at the regional office *(see Appendix II, Number 11)* or to the person responsible for the distribution of examinations at the Direction de la sanction des études *(see Appendix II, Number 12).*

3.10 Invigilation and Use of Dictionaries

The invigilator for each group of students must:

- verify the identity of each of the students immediately before the examination session begins;

- ensure that the materials used by the students are authorized by the Ministère or allowed according to the instructions printed on the cover page of the question booklet;

- open the envelope containing the question booklets in the presence of the students;

- read the instructions to the invigilator;

- collect the answer sheets and the question booklets when the time allotted for the examination has expired.

The students must be supervised by the same invigilator for the entire examination. Students enrolled in welcoming or francization classes and those who benefit from welcoming or francization measures may use a general bilingual dictionary during the examination sessions. These students may also use this dictionary during the first two years following their admission to regular classes.

3.11 Arrival and Departure of Students

The Ministère recommends that no students be admitted to the examination room after the first 30 minutes of an examination have elapsed and that no student be permitted to leave the examination room until at least one half of the time allotted for the examination has elapsed.

3.12 Theft of Uniform Examinations

Should a uniform examination be stolen, the educational institution must take the following steps:

1. Immediately notify the director of the Direction de la sanction des études *(see Appendix II, Number 12)*, who, after discussion with the educational institution, will decide on the immediate measures to be taken.

2. Immediately call the local police.

3. Send a written report to the director of the Direction de la sanction des études describing the causes and circumstances of the theft.

3.13 Substitution of Persons and Cheating on Uniform Examinations

It may happen, especially during make-up examination sessions, that a student may attempt to take the place of another. Educational institutions should have a specific procedure in the event that this situation occurs.

The Ministère suggests that:

- the invigilator ask to see the student's identification card, which contains a picture of the student;

- the educational institution notify the local police, if necessary, and take appropriate measures.

Whenever the invigilator believes that cheating has occurred, he or she must immediately confiscate the student's question booklet, answer sheet and any incriminating material(s), and expel the student from the examination room.

The invigilator must then make a written report outlining the reason(s) for the student's expulsion, sign the report and remit it to the principal together with all the materials confiscated.

After the case of substitution or cheating has been settled, the educational institution sends the code ANN *(cancelled)* or the computer-scored answer sheets to the Direction de la sanction des études. The educational institution sends the answer sheets in a separate envelope to the person responsible for the computer-scored answer sheets *(see Appendix II, Number 12)*.

3.14 Absence from a Uniform Examination

Unexcused Absence – Students who are absent from a uniform examination without a valid excuse will find the code ABS *(absent)* on their statement of marks for the corresponding examination. Such students may sit for the examination at another session, if they so wish.

Authorized Absence – When a student has been excused from a uniform examination, a maximum of 16 credits may be granted for all Secondary IV and V examinations in general education that the student has missed.

The equivalence is granted only if the moderated school mark is equal to or higher than the pass mark.

In the computation of the comprehensive final mark, the code EQU (equivalence for authorized absence) indicated for any given component carries a value equal to that of the moderated school mark. When an examination consists of several components, an equivalence may be granted even if the moderated school mark for one of the components is lower than the pass mark; however, the total for all the components must be equal to or higher than the pass mark.

Acceptable Reasons – Students must justify their absence(s) with one of the following reasons:

- serious illness or accident confirmed by a medical report or certificate
- death of a close relative
- a court summons
- participation in an event *(see below)*

> A copy of the documents authorizing such absences must be sent to the Ministère and the original must be retained by the student's school.

Participation in an Event – When the educational institution has authorized a student to participate in an event held at the provincial, national or international level, such as a convention, a sports competition or an arts festival, two options are possible:

1. request an equivalence for an authorized absence

2. reach an agreement with the head of the Direction de la sanction des études *(see Appendix II, Number 12)* to:

   - either prepare a local examination to take the place of the uniform examination (must be approved in advance by the Direction de la sanction des études);
   - or write the uniform examination at some time other than the time specified in the official timetable, or at a different location from that of the school attended, provided that confidentiality can be guaranteed.

Administrative Procedure – All requests for equivalences for authorized absences must be submitted by the institution concerned using form 16-7768 *(see Appendix II, Number 5)* as soon as possible following the examination session, together with a copy of the student's final school report and other supporting documents. This request must be sent to the person in charge of equivalences for authorized absences from ministry examinations *(see Appendix II, Number 12)*.

Requests submitted during the month of August may be processed in time for the final publication of marks which takes place in September.

3.15 Retake of a Failed Examination

A student who fails a uniform examination is permitted to attend a subsequent regular examination session. However, the student becomes subject to the certification rules in force at the time of the make-up session and must meet the requirements established by the educational institution.

3.16 Request for Review of Marks

1. All requests to have January, June or August uniform examinations corrected again must be made through the person in charge of educational evaluation or a person delegated by him or her at the educational institution.

2. A request for a re-correction sent directly by a student to the Ministère will be returned to the student.

3. Form 16-7764 *(see Appendix II, Number 6)* must be completed for each examination to be re-corrected. Forms requesting the re-correction of more than one examination will be returned to the educational institution. The person responsible for pedagogical evaluation or a person delegated by him or her at the educational institution must enclose the following with form 16-7764 *(see Appendix II, Number 6)*:

   a) the student's official statement of marks
   b) the student's copy of the free-response examination, if applicable
   c) $2.30 for each individual request

4. Incorrectly completed requests for re-correction will be returned to the person in charge of evaluation.

5. The Ministère will review only those examinations that it prepared.

6. The educational institution concerned is responsible for reviewing locally prepared examinations.

7. Students are required to pay a fee of two dollars and thirty cents ($2.30) for each examination reviewed. This amount should be multiplied by the number of examinations for which a review is requested. Payment is to be made to the order of the Ministère des Finances by means of a certified cheque.

8. The person in charge of pedagogical evaluation or a person delegated by him or her at the educational institution is to immediately send the properly completed forms together with the required documents to the person responsible for data collection *(see Appendix II, Number 12)*.

9. Restricted-response examinations are re-corrected by personnel at the Ministère.

10. Free-response examinations are re-corrected by subject specialists hired by the Ministère.

11. The result of the review is sent as soon as possible to both the student and the person in charge of pedagogical evaluation at the educational institution.

12. Any marks that have been changed are then entered in the student's record and a new statement of marks is issued at the time of the next publication of marks.

13. Changes resulting from the review of a local examination must be reported to the Ministère using the form entitled *Results on Uniform Examinations and Local Examinations (16-7752-01, see Appendix II, Number 3)*.

14. If a mark lower than the original mark results from the review, the original mark stands.

15. Requests for the review of an examination must be submitted within six months of the student's receipt of the statement of marks.

3.17 Retention of Copies

Only authorized persons at the educational institutions may retain, for eventual use, copies of the uniform examinations and other examination materials (e.g. tape recordings, cassettes, maps). Educational institutions must keep the students' answer booklets and answer sheets for at least one year.

3.18 Shipping Costs

The costs of sending the Ministère the information used for the publication of the students' examination marks are to be borne by the educational institutions.

3.19 Updating of Student Records

These procedures must be followed when updating student records:

1. All requests for missing marks or for any other change must be addressed to the person in charge of evaluation at the educational institution.

2. Any request for missing marks sent directly by the student to the Ministère will be returned to the student.

3. Only requests for missing marks connected with Secondary IV and V uniform and local examinations should be sent to the Ministère.

4. The person in charge of the certification of studies at the educational institution should submit a properly completed form 16-7752-01 *(see Appendix II, Number 3)* to the person designated by the Ministère to serve the school board *(see section 3.20 of this manual)*.

5. The person in charge of certification at the educational institution must:

   a) ascertain that the student was indeed present at the examination session in question;

   b) supply the code number of the examination, the mark given by the Ministère and/or the school mark, the quintile rank and the student-group number for each examination for which marks are missing.

Note: The Ministère gives priority treatment to those requests for missing marks that are received within three months of the publication of marks for each examination session.

3.20 List of School Boards and Resource Persons at the Direction de la sanction des études for the Updating of Student Records

MARIE-PAULE BÉLAND (418) 646-1969	YVES PAQUET (418) 646-1980	LOUISE CAUCHON (418) 646-1979
711 des Monts-et-Marées	721 du Pays-des-Bleuets	689 Littoral
712 des Phares	722 du Lac-Saint-Jean	759 Cree
713 du Fleuve-et-des-Lacs	723 des Rives-du-Saguenay	761 de la Pointe-de-l'Île
714 de Kamouraska-Rivière-du-Loup	724 De La Jonquière	763 Marguerite-Bourgeoys
731 de Charlevoix	741 du Chemin-du-Roy	769 Kativik
732 de la Capitale	742 de l'Énergie	862 de Saint-Hyacinthe
733 des Découvreurs	751 des Hauts-Cantons	868 de la Vallée-des-Tisserands
734 des Premières-Seigneuries	752 de la Région-de-Sherbrooke	869 des Trois-Lacs
735 de Portneuf	753 des Sommets	883 Eastern Townships
781 du Lac-Témiscamingue	762 de Montréal	884 Riverside
782 de Rouyn-Noranda	771 des Draveurs	885 Sir-Wilfrid-Laurier
783 Harricana	772 des Portages-de-l'Outaouais	886 Western Québec
784 de l'Or-et-des-Bois	773 au Coeur-des-Vallées	887 English-Montréal
785 du Lac-Abitibi	774 des Hauts-Bois-de-l'Outaouais	888 Lester-B.-Pearson
801 de la Baie-James	791 de l'Estuaire	889 New Frontiers
811 des Îles	792 du Fer	
812 des Chic-Chocs	793 de la Moyenne-Côte-Nord	
813 René-Lévesque	861 de Sorel-Tracy	
821 de la Côte-du-Sud	863 des Hautes-Rivières	
822 de L'Amiante	864 Marie-Victorin	
823 de la Beauce-Etchemin	865 des Patriotes	
824 des Navigateurs	866 du Val-des-Cerfs	
831 de Laval	867 des Grandes-Seigneuries	
841 des Affluents	871 de la Riveraine	
842 des Samares	872 des Bois-Francs	
851 de la Seigneurie-des-Mille-Îles	873 des Chênes	
852 de la Rivière-du-Nord		
853 des Laurentides		
854 Pierre-Neveu		
881 Central Québec		
882 Eastern Shores		

NOTE: ALL PRIVATE SCHOOLS MUST REFER TO THE APPROPRIATE RESOURCE PERSON AT THE SCHOOL BOARD IN THEIR TERRITORY.

3.21 Retake of an Examination Outside Regular Examination Sessions (Closure of Records)

Students who left school more than two years ago may close their record, that is, retake a failed examination in order to obtain a Secondary School Diploma. *(This requirement may not apply in certain special cases.)*

The person in charge of the certification of studies at the educational institution evaluates the student's record and administers the examination(s) using a question booklet from some prior year's examination. If necessary, an appropriate uniform examination question booklet may be obtained from the person in charge of the certification of studies at the regional office *(see Appendix II, Number 11)* or from the Direction de la sanction des études.

With the sole exception of the writing component of the *Français, langue maternelle (132-560)* examination, which is always corrected at the Ministère, this same person will correct the examination and send the form for the closure of a student's record *(see Appendix II, Number 9)* to the person at the Ministère assigned to the educational institution. The Ministère will enter the candidate's new mark in his or her record, issue a new statement of marks and send a copy of the same to the educational institution.

Identification of Candidates

To prevent the substitution of candidates at examination sessions, the person in charge of certification or the invigilator must take great care in verifying the identity of each of the candidates who present themselves to retake an examination.

Retake of Local Examinations

Marks on local examinations administered to students who are not attending school should be reported on the form entitled *Results on Uniform Examinations and Local Examinations (16-7752-01, see Appendix II, Number 3)*.

3.22 Equivalences for Schooling

General Rules

1. No diploma may be awarded solely on the basis of equivalences.

2. No mark is awarded for an equivalence.

3. No equivalences are granted for courses taken outside the Québec school system, except for studies in music *(see Chapter 6)*.

4. Students who have a partial record in the youth sector and who complete their secondary school education in the adult sector receive a diploma from the adult sector. The adult education SAGE database will automatically transfer credits earned in the youth sector.

   However, when equivalences make it possible for students to receive a diploma from the youth sector sooner than from the adult sector, adult sector credits may be transferred to the youth sector provided that the adult education courses are listed in the table of equivalences on the following pages. For more information, contact the person responsible for equivalences *(see Appendix II, Number 12)*.

Note: The code EQU is entered in the student's record, and the credits earned are granted with an indication of the year in which the student passed the course for which the equivalence is granted.

Requests for equivalences should be addressed to the person responsible for equivalences *(see Appendix II, Number 12)*.

ADULT EDUCATION COURSES IN GENERAL EDUCATION
TABLE OF EQUIVALENCES
(SAGE TO SESAME)

FRENCH SECTOR				ENGLISH SECTOR			
Adult Sector Courses	**Credits**	**Youth Sector Equivalences**	**Credits**	**Adult Sector Courses**	**Credits**	**Youth Sector Equivalences**	**Credits**
FRA-5104-4[1]	4	132516	6	ENG-5130-3[1]	3	632516	6
FRA-5105-4	4	132416 and 132516	12	ENG-5132-3	3	632416 and 632516	12
FRA-5121-1 and FRA-5122-2 and FRA-5123-3 and FRA-5124-1	1 1 3 1	132516	6	ENG-5061-3 and ENG-5062-3	3 3	632516	6
FRA-5141-1 and FRA-5142-2 and FRA-5143-3	1 2 3	132516	6				
FRA-4061-3 and FRA-4062-3	3 3	132416	6	ENG-4061-3 and ENG-4062-3	3 3	632416	6
ANG-5048-6	6	135454	4	FRE-5070-6	6	635514	4
ANG-5049-6	6	135554	4	FRE-5071-6	6	635514	4
ANG-5056-6	6	135454	4	FRE-5068-6	6	635514	4
ANG-5057-6	6	135554	4	FRE-5069-6	6	635514	4
ANG-4036-6	6	135454	4	FRE-5091-6	6	635514	4
ANG-5054-6	6	135554	4				
ANG-5055-6	6	135554	4				
MAT-4057-3	3	065413	3	MTH-4057-3	3	565413	3
MAT-4052-3	3	065423	3	MTH-4052-3	3	565423	3
MAT-4053-3	3	065433	3	MTH-4053-3	3	565433	3
MAT-4054-3	3	065443	3	MTH-4054-3	3	565443	3
MAT-4065-2 and MAT-4066-1 and MAT-4067-2 and MAT-4068-1	2 1 2 1	064416* or 065413 and 065423	6	MTH-4065-2 and MTH-4066-1 and MTH-4067-2 and MTH-4068-1	2 1 2 1	564416* or 565413 and 565423	6
MAT-4065-2 and MAT-4066-1 and MAT-4067-2 and MAT-4068-1 and MAT-4058-1 and MAT-4059-1 and MAT-4060-1 and MAT-4061-2	2 1 2 1 1 1 1 2	064436* or 065413 and 065423	6	MTH-4065-2 and MTH-4066-1 and MTH-4067-2 and MTH-4068-1 and MTH-4058-1 and MTH-4059-1 and MTH-4060-1 and MTH-4061-2	2 1 2 1 1 1 1 2	564436* or 565413 and 565423	6
MAT-5051-3	3	065513	3	MTH-5051-3	3	565513	3
MAT-5052-3	3	065523	3	MTH-5052-3	3	565523	3
MAT-5053-3	3	065533	3	MTH-5053-3	3	565533	3
MAT-5054-3	3	065543	3	MTH-5054-3	3	565543	3
MAT-5055-3	3	065553	3	MTH-5055-3	3	565553	3
MAT-5083-1 and MAT-5084-2 and MAT-5085-1	1 2 1	064574* or 065514	4	MTH-5083-1 and MTH-5084-2 and MTH-5085-1	1 2 1	564574	4

* This program was harmonized with that offered in the adult sector and is currently inactive in the SESAME database.

FRENCH SECTOR				ENGLISH SECTOR			
Adult Sector Courses	**Credits**	**Youth Sector Equivalences**	**Credits**	**Adult Sector Courses**	**Credits**	**Youth Sector Equivalences**	**Credits**
MAT-5076-1 and MAT-5077-1 and MAT-5078-1 and MAT-5079-1 and MAT-5080-1 and MAT-5081-2 and MAT-5082-2	1 1 1 1 1 2 2	064536* or 065513 065523	6	MTH-5076-1 MTH-5077-1 MTH-5078-1 MTH-5079-1 MTH-5080-1 MTH-5081-2 MTH-5082-2	1 1 1 1 1 2 2	564536	6
CHI-4009-3 CHI-5023-3 CHI-5024-3 CHI-5025-3	3 3 3 3	051413 051513 051523 0451533	3 3 3 3	CHE-4009-3 CHE-5023-3 CHE-5024-3 CHE-5025-3	3 3 3 3	551413 551513 551523 551533	3 3 3 3
PHY-4010-3 PHY-4011-3 PHY-5018-3 PHY-5019-3 PHY-5021-3 PHY 5034-3	3 3 3 3 3 3	054413 054423 054513 054523 054533 054543	3 3 3 3 3 3	PHS-4010-3 PHS-4011-3 PHS-5018-3 PHS-5019-3 PHS-5021-3 PHS-5034-3	3 3 3 3 3 3	554413 554423 554513 554523 554533 554543	3 3 3 3 3 3
SCP-4010-2 and SCP-4011-2 and SCP-4012-2	2 2 2	056416 and 056430	6	PSC-4010-2 and PSC-4011-2 and PSC-4012-2	2 2 2	556416 and 556430	6
HIS-4019-5[2]	5	085445	5	HST-4019-5[2]	5	585445	5
HIS-4016-2 and HIS-4017-2	2 2	085414	4	HST-4016-2 HST-4017-6	2 2	585414	4
HIS-5036-2[1] HIS-5038-2[1] HIS-5046-3	2 2 3	085512 085522 085512	2 2 2	HST-5036-2[1] HST-5038-2[1] HST-5046-3	2 2 3	585512 585522 585512	2 2 2
SCH-4022-2 and SCH-4023-2	2 2	085414	4	SST-4022-2 and SST-4023-2	2 2	585414	4
PER-5067-3 PER-5069-3 PER-5053-2 PER-5055-3 PER-5056-2 PER-5106-2 PER-4053-1	3 3 2 3 2 2 1	103553 103553 103542 103563 103552 103562 103441	3 3 2 3 2 2 1	PRS-5067-3 PRS-5063-3 PRS-5053-2 PRS-5055-3 PRS-5056-2 PRS-5106-2 PRS-4053-1	3 3 2 3 2 2 1	603543 603553 603542 603563 603552 603562 603441	3 3 2 3 2 2 1
MRE-4034-3 MRE-5042-2 MRE-5043-2 MRE-5044-2 MRE-5045-2 MRE-5046-2	3 2 2 2 2 2	075443 075552 075562 075572 075582 075592	3 2 2 2 2 2	MRI-4034-3 MRI-5045-2 MRI-5046-2	3 2 2	575443 575583 575592	3 2 2

FRENCH SECTOR				ENGLISH SECTOR			
Adult Sector Courses	**Credits**	**Youth Sector Equivalences**	**Credits**	**Adult Sector Courses**	**Credits**	**Youth Sector Equivalences**	**Credits**
GEO-5019-3	3	094543	3	GGR-5019-3	3	594543	3
GEO-5020-3	3	094553	3	GGR-5020-3	3	594553	3
GEO-5021-3	3	094563	3	GGR-5021-3	3	594563	3
GEO-5022-3	3	094573	3	GGR-5022-3	3	594573	3
GEO-5023-3	3	094583	3	GGR-5023-3	3	594583	3
GEO-5024-3	3	094593	3	GGR-5024-3	3	594593	3
INF-5055-3	3[4]			CMP-5055-3	3[4]		
INF-5056-1	1			CMP-5056-1	1		
INF-5057-1	1			CMP-5057-1	1		
INF-5058-1	1			CMP-5058-1	1		
INF-5059-1	1	110551	1	CMP-5059-1	1	610551	1
INF-5060-1	1	110552	2	CMP-5060-1	1	610552	2
INF-5061-2	2	110553	3	CMP-5061-2	2	610553	3
INF-5062-2	2	110554	4	CMP-5062-2	2	610554	4
INF-5063-2	2			CMP-5063-2	2		
INF-5064-2	2			CMP-5064-2	2		
INF-5065-2	2			CMP-5065-2	2		
INF-5066-2	2			CMP-5066-2	2		
INF-5011-3	3[4]			CMP-5011-3	3[4]		
INF-5012-1	1			CPM-5012-1	1		
INF-5013-1	1						
INF-5014-1	1						
INF-5015-1	1			CMP-5015-1	1		
INF-5016-1	1			CMP-5016-1	1		
INF-5017-1	1			CMP-5017-1	1		
INF-5018-1	1			CMP-5018-1	1		
INF-5019-1	1	110551	1	CMP-5019-1	1	610551	1
INF-5020-2	2	110552	2	CMP-5020-2	2	610552	2
INF-5021-2	2	110553	3	CMP-5021-2	2	610553	3
INF-5022-1	1	110554	4	CMP-5022-1	1	610554	4
INF-5023-1	1			CMP-5023-1	1		
INF-5024-1	1			CMP-5024-1	1		
INF-5025-2	2			CMP-5025-2	2		
INF-5026-2	2			CMP-5026-2	2		
INF-5027-1	1			CMP-5027-1	1		
INF-5028-1	1			CMP-5028-1	1		
INF-5029-1	1			CMP-5029-1	1		
INF-5030-3	3			CMP-5030-3	3		

[1] FRA-5104-4 and ENG-5130-3 are equivalent to Secondary V credits (132516 and 632516) if the student has already passed Secondary IV French and English Language Arts (130416 and 630416).

[2] Only the Cree School Board is authorized to offer HIS-4019-5 and HST-4019-5.

[3] To fulfill the requirement for the history course in the youth sector, the adult student must have passed courses HIS-5036-2 and HIS-5038-2 or courses HST-5036-2 and HST-5038-2.

[4] A maximum of 10 equivalent youth sector credits may be granted for personal computer courses successfully completed in the adult sector.

3.23 Equivalences for a Lower Grade Level Granted upon Successful Completion of a Higher-level Course

Since the June 1998 examination session, an equivalence for a lower grade level is automatically granted upon successful completion of a higher level course. Such equivalences are granted only to Secondary V students in keeping with the declaration of student enrolments in general education for youth (DCS).

For example, a student who passes the Secondary V English Language Arts course is automatically granted an equivalence for the Secondary IV English Language Arts course. The code EQU will appear in the student's record.

The tables on the following pages list all of the courses for which an equivalence may be granted.

Educational institutions are no therefore longer required to ask for equivalences for general education courses.

SECONDARY V EXAMINATIONS		SECONDARY IV EXAMINATIONS	
Éducation physique	044512	Éducation physique	044412
Chimie 534 OR Physique 534	051584 054584	Sciences physiques	056416 and 056430
Mathématique 514	068514	Mathématique 416	068416
Mathématique 536	068536	Mathématique 436	068436
Enseignement religieux culturel	069532	Enseignement religieux culturel	069432
Enseignement moral et religieux	070542	Enseignement moral et religieux	070442
Enseignement moral et religieux protestant	074512	Enseignement moral et religieux protestant	074412
Enseignement moral	076512	Enseignement moral	076412
Enseignement moral et religieux catholique	079512	Enseignement moral et religieux catholique	072412
Éducation choix de carrière	106511	Éducation choix de carrière	106411
Formation personnelle et sociale	115551	Formation personnelle et sociale	115451
Inuktitut, langue maternelle	127546	Inuktitut, langue maternelle	127446
Naskapi, langue maternelle	129546	Naskapi, langue maternelle	129446
Français, langue maternelle	132586	Français, langue maternelle	130416
Crie, langue maternelle	133546	Crie, langue maternelle	133446
Anglais, langue seconde	136584	Anglais, langue seconde	136484
Physical Education	544512	Physical Education	544412
Chemistry 534 OR Physics 534	551584 554584	Physical Science	556416 and 556430
Mathematics 514	568514	Mathematics 416	568416
Mathematics 536	568536	Mathematics 436	568436
Religious Culture	569532	Religious Culture	569432
Moral and Religious Instruction	570542	Moral and Religious Instruction	570442
Protestant Moral and Religious Education	574512	Protestant Moral and Religious Education	574412

SECONDARY V EXAMINATIONS		SECONDARY IV EXAMINATIONS	
Moral Education	576512	Moral Education	576412
Catholic Religious and Moral Instruction	579512	Catholic Religious and Moral Instruction	572412
Career Choice Education	606511	Career Choice Education	606411
Personal and Social Education	615551	Personal and Social Education	615451
Inuktitut, Language of Instruction	627546	Inuktitut, Language of Instruction	627446
Naskapi, Language of Instruction	629546	Naskapi, Language of Instruction	629446
English Language Arts	630516	English Language Arts	630416
Cree, Language of Instruction	633546	Cree, Language of Instruction	633446
French, Second Language	634594	French, Second Language	634414

CHAPTER 4

CONVERSION AND MODERATION OF STUDENTS' RESULTS

CHAPTER 4

CONVERSION AND MODERATION OF STUDENTS' RESULTS

4.1 Processing of Results

Section 470 of the *Education Act* stipulates that:

The Minister may, to avoid penalizing students unduly, revise the results obtained by them in the examinations he imposes, to compensate for any error or ambiguity in the examinations brought to his attention after they are taken.

The Minister may, where circumstances so require, invalidate the examination and either retain as the final result the grades obtained in the school board internal examinations or hold another examination.

In addition, the Minister may, in accordance with the criteria and methods established by him, weight the results obtained in the school board internal examinations in subjects for which he imposes examinations, to make the results comparable to those obtained in the internal examinations held in other school boards.

The basic school regulation currently in effect stipulates that the responsibility for evaluating students, that is, the calculation of their mark, is to be shared between the educational institutions *(school boards and private schools)* and the Ministère de l'Éducation.

In certain subjects, the marks are determined solely on the basis of examinations administered by the schools. The marks are then recorded as they are in the student records, with no adjustment whatsoever.

For subjects involving a uniform examination, half the final mark is based on the students' results during the school year, and the other half is based on the students' results on the uniform examination. For these subjects, the Ministère processes the marks statistically. It may **moderate** the results provided by the schools, and **convert** the results on the uniform examinations.

The sole objective of both procedures is to make evaluation **more equitable** for all students.

4.2 Conversion of Results

Generally speaking, students' results on the uniform examination for a given subject are relatively constant from year to year. For example, in one subject, there may have been a 30 percent failure rate in 1993, a 32 percent failure rate in 1994, and a 28 percent failure rate in 1995, giving an average failure rate of 30 percent.

If, in the following year, the failure rate suddenly rises to 40 percent, it could be surmised that an anomaly has occurred. Some examination questions may not have been consistent with the program of study; or they may have been poorly worded or contained errors.

In order to avoid penalizing students under exceptional circumstances for which they are not responsible, the Ministère converts the results, which reduces the failure rate. This procedure is applied to the results of all students who wrote the examination.

In statistics, conversion consists in choosing a pass mark that brings the failure rate to the generally observed level. To quote the above example, it is generally found that 30 percent of students fail a given uniform examination, meaning that their mark is lower than the pass mark.

If, one year, the unconverted raw scores indicate that 40 percent of students have failed, conversion consists in selecting a raw mark consistent with a failure rate of 30 percent. This mark is considered more "normal." If, for example, 30 percent of students obtained a mark lower than 57 percent, this mark is converted to a pass mark of 60 percent. In other words, all students who obtained 57 percent before conversion will have a mark of 60 percent after conversion.

All other marks are converted upwards, taking into account their original distribution. Conversion has less of an effect on the marks of students who obtained either very high or very low marks; it has no effect on the marks of students who obtained 0 percent or 100 percent.

Since conversion is a procedure that is intended to correct exceptional situations, it is used only on a small proportion of uniform examinations. Thus, from 1989 to 1994, the Ministère converted the results of 33 uniform examinations out of 142, or 23 percent of the total number of uniform examinations administered during this period.

4.3 Moderation of School Marks

In many subjects, the student's final mark takes into account both the result of the uniform examination and the marks obtained at the school itself. The school results may vary considerably from one school to another and from one class to another.

These differences may be explained in several ways. The degree of difficulty of the examinations is not identical in every school. Other factors may come into play, such as the fact that some groups of students are heterogeneous, while others, which are more homogenous, contain only good, average or weak students. In addition, some schools or school boards standardize their marks.

Owing to these factors, two groups of students in different classes, schools or regions may have identical results on the local examinations, and it may still be impossible to determine objectively whether or not the two groups are of equal strength. By contrast, since the uniform examination is administered to all students enrolled in a given course, it is possible to obtain a fair indication of the relative performance of different groups of students. It is thus possible to use the results obtained on the uniform examinations to "moderate" the school marks, minimizing or offsetting the effect of the aforementioned local variables.

Moderation involves comparing the school marks obtained by each group of students *(usually about 30 students)* with the marks they obtained on the uniform examination. Through a statistical calculation, the school marks of each group are adjusted to correspond to the marks obtained by this group on the uniform examination. The calculation takes into account the two following factors: the average and the standard deviation *(the distribution of marks around the mean)*.

For example, if, for one group, the average mark obtained on the uniform examination is higher than the average for school marks, the latter are raised so that the two averages are identical.

Similarly, if, for one group, the school marks are more widely distributed around the mean than the marks on the uniform examination, moderation will more greatly compress the marks around the average, so that the two standard deviations are identical. The *converted* marks on the uniform examination are used to moderate the school marks, if, in fact, the conversion procedure was performed.

Moderation may thus adjust the school marks upwards or downwards. However, this practice can never cause the failure of a student who would otherwise have obtained a passing mark at school *(before moderation)* and on the uniform examination.

If the final result is 58 or 59 percent, it is adjusted upwards to 60 percent, and equals the moderated school mark and the converted mark on the uniform examination *(if it was necessary to use conversion)*.

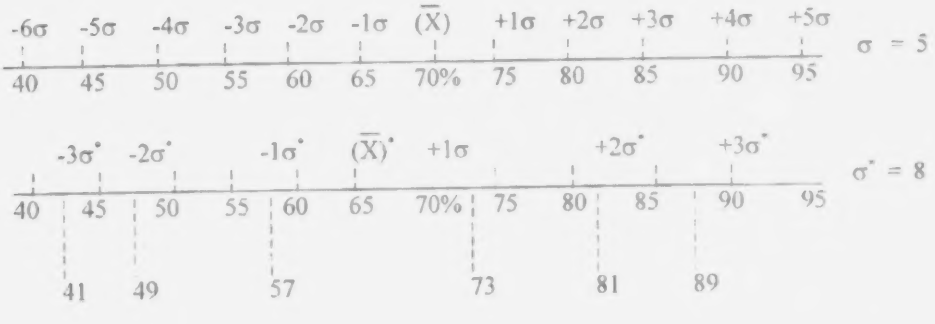
For example, the case of two students whose school mark was adjusted upwards and downwards is considered below:

Example 1:

Paul's school mark for the current year was 55 percent, while the group average ($\bar{x}$) is 70 percent. The standard deviation is 5 ($\sigma = 5$).

On the uniform examination, Paul obtained 65 percent, the group average ($\bar{x}$) is also 65 percent and the standard deviation is 8 ($\sigma = 8$).

Illustration of Example 1:



(1)

(2)

(3)

Final mark = moderated school mark (41) + converted Ministère mark (65)
$= \frac{106}{2} = 53\%$

(1) The student's school mark

(2) The student's mark on the Ministère's uniform examination

(3) The school mark, after moderation

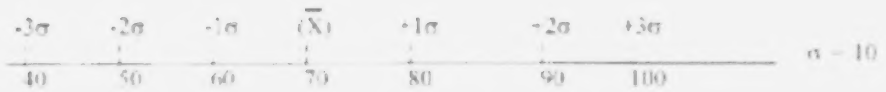
Example 2:

Sonia's school mark for the current year is 80 percent, while the group average ($\bar{x}$) is 70 percent. The standard deviation is 10 ($\sigma = 10$).

On the uniform examination, Sonia obtained 73 percent, the group average ($\bar{x}$) is 68 percent with a standard deviation of 18 ($\sigma = 18$).

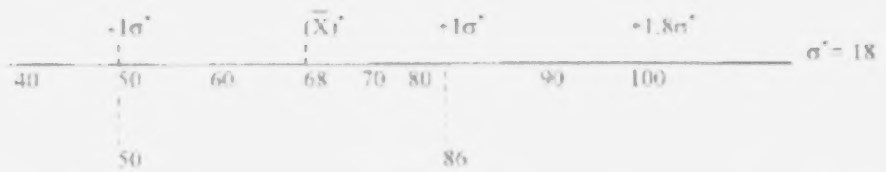
Illustration of Example 2:

(1)



(2)

(3)



Final mark = moderated school mark (86) + converted Ministère mark (73)

$= \frac{159}{2} = 79.5$ or 80%

(1) The student's school mark

(2) The student's mark on the Ministère's uniform examination

(3) The school mark, after moderation

CHAPTER 5

STUDENTS WITH HANDICAPS

CHAPTER 5

STUDENTS WITH HANDICAPS

5.1 Recognition and Value of Diploma

The diploma obtained by a student with a handicap is of the same nature and value as that obtained by any other student in Québec. The examinations and rules concerning the pass mark and the awarding of credits are identical for all students.

Students with handicaps, like all other students, must demonstrate that they have attained the objectives set out in the secondary school programs. They are therefore subject to the same general requirements for obtaining a diploma.

5.2 Special Measures

The Ministère recognizes that special measures **must** be taken to help students with handicaps demonstrate their learning.

The special measures cited in this chapter apply, in whole or in part, to students who have a motor, organic, visual or hearing impairment. Definitions of these handicaps may be found in the annual *Directives*.

Two types of measures are provided for students with handicaps: support measures and exemption measures.

Educational institutions must provide students with handicaps the assistance they require. This assistance may be defined as any means which enable the students to better understand the instructions and the questions, or which make it easier for them to express their answers.

The attendant assigned to help a student with a handicap accompanies the student and provides the assistance required by virtue of the handicap, but must not:

- ask the student leading questions;
- supply any suggestions or interpretations of any kind;
- correct mistakes in spelling or grammar;
- make any change whatsoever to the student's answers, unless the student so requests.

5.3 Motor or Organic Impairments

For students with a **motor** or **organic impairment**, the following measures may be used:

- the services of an attendant
- a recording of the examination
- various mechanical instruments as a writing aid
- a tape recorder for the student's answers
- extension of the time limit of a specific examination; ensure that the examination is confidential by preventing the student from communicating with other students
- other special measures determined by the educational institution and approved by the Direction de la sanction des études

5.4 Visual Impairments

For students with a **visual impairment**, the following measures may be used:

- the services of an attendant
- a recording of the examination
- a braille translation of the examination
- a special printing of the question booklet (e.g. enlargement, reduction, colour)
- a reading machine
- various mechanical instruments as a writing aid
- a tape recorder for the student's answers
- extension of the time limit of a specific examination; ensure that the examination is confidential by preventing the student from communicating with other students
- other special measures determined by the educational institution and approved by the Direction de la sanction des études

When it becomes necessary to transcribe uniform examinations into braille, the following procedure is to be followed:

- The school administration should inform the school board that an examination must be transcribed into braille.

- During the month of February, the educational institution is to send a written request to the person responsible for braille transcriptions at the Direction de la sanction des études *(see Appendix II, Number 12)*.

- Braille transcription charges are covered by the Ministère for uniform examinations and by the educational institution for complementary examinations.

5.5 Hearing Impairments

For students with a **hearing impairment**, the following measures may be used:

- the services of an attendant familiar with the learning difficulties associated with this impairment

- the services of a person to translate the examination using sign language

- extension of the time limit of a specific examination; ensure that the examination is confidential by preventing the student from communicating with other students

- other special measures determined by the educational institution and approved by the Direction de la sanction des études, such as:

  - separation from the rest of the class if the student so requests
  - reformulation of the task to be accomplished, the instructions, the learning situations

Students with a hearing impairment may benefit from one or more of the following exemptions:

Exemption from the oral component of language examinations

Students with a hearing impairment may be exempted from the need to pass the oral component of language of instruction and second language examinations if this exemption makes it possible for them to pass the language of instruction or second language examination.

Exemption from the second language course

The Minister of Education may grant students with a hearing impairment an exemption from the need to take the second language course. Whenever such an exemption is granted, it is automatically renewed from one grade level to the next.

To benefit from this provision, a request for an exemption, together with a recent auditory evaluation report, must be submitted to the Direction de la sanction des études before the beginning of the school year.

The code XMT (exemption) will appear on the student's statement of marks for the subject involved. Students may thus obtain four Secondary IV credits and four Secondary V credits in this manner. The exemption will be granted when the student has satisfied all the other requirements for obtaining a Secondary School Diploma.

Exemption from the requirement to pass the second language examination

The Minister of Education may exempt students with a hearing impairment from the requirement to pass the second language examination (English Secondary IV and V for the French sector and French Secondary V for the English sector) should failure in this subject be the sole impediment to obtaining a Secondary School Diploma.

To benefit from this provision, a request for an exemption must be submitted to the Direction de la sanction des études on the form entitled *Request for Exemption from a Uniform Examination for Students with a Hearing Impairment (16-7776, see Appendix II, Number 8)*. The student's school report must show that the student has indeed taken the second language course. A recent auditory evaluation report must also be submitted.

The code XMT (exemption) will appear on the student's statement of marks together with the appropriate credits in the subject for which the exemption was granted. The exemption will be granted when the student has satisfied all the other requirements for obtaining a Secondary School Diploma.

CHAPTER 6

MUSIC

CHAPTER 6

MUSIC

The following is the new system of accreditation for private institutions specializing in music studies.

6.1 Introduction

All the institutions already recognized have presented their music curriculum to the Ministère de l'Éducation. This curriculum had to include:

- a syllabus of the essential topics covered *(rudiments and ear-training, theory, technique and instrumental repertoire, sight-reading)*;

- the objectives and the content designed to prepare the student for postsecondary studies.

For additional information concerning approval of a music program, contact the person responsible for the music program *(see Appendix II, Number 12)*.

6.2 Time Devoted to Music Studies

The time spent on music studies may vary from one music institution to another. The real basis for the recognition of a curriculum is the accredited institution's assurance of the high calibre of the programs offered.

6.3 Granting of Credits

- In most programs, students earn **four** credits for successfully completing the course.

- In cases where a compulsory ensemble music course is required above and beyond the basic instrumental training, one additional credit *(assigned a different course code)* will be granted to students who pass an examination in this course.

Those in-house programs of the Conservatoire de musique de Québec that are drawn up for the purpose of professional music training, and that prescribe a number of hours and level of performance beyond that required by other institutions, are not included in this new system of accreditation.

Students enrolled in a fine arts school that has entered into an agreement with the Conservatoire will obtain their credits through a local program worth five credits or more approved by the Ministère de l'Éducation. Students registered at the Conservatoire itself but who attend a school that is not a fine arts school will have their music studies recognized and earn four credits through one of the Conservatoire's external music programs.

6.4 Transmission of Results

The private music school is to send the student's marks in writing either to the student or to the school attended. Thereafter, either the student or his or her parents must request that the school in which the student is enrolled enter the appropriate credits into the student's record.

The school then reports the marks earned in music studies to the Direction de la sanction des études using the special codes reserved for the use of each of the recognized music schools.

6.5 List of Private Music Schools, Music Courses, Instruments, Number of Credits, Course Codes and Level

Course	Name of Private School	Instruments	Number of Credits	Course Code
Musique	Académie de musique du Québec	Alto	4	167 104 Sec. I*
		Basson	4	167 204 Sec. II*
		Chant	4	167 304 Sec. III*
		Clarinette	4	167 404 Sec. IV
		Contrebasse	4	167 504 Sec. V
		Cor français	4	
		Flûte douce	4	
		Flûte traversière	4	
		Guitare	4	
		Hautbois	4	
		Orgue	4	
		Piano	4	
		Saxophone	4	
		Trombone	4	
		Trompette	4	
		Tuba	4	
		Violon	4	
		Violoncelle	4	
Musique	Académie de musique de l'Université du Québec à Trois-Rivières	Chant	4	167 124 Sec. I*
		Flûte à bec	4	167 224 Sec. II*
		Flûte traversière	4	167 324 Sec. III*
		Guitare	4	167 424 Sec. IV
		Piano	4	167 524 Sec. V
		Violon	4	
		Violoncelle	4	

Course	Name of Private School	Instruments	Number of Credits	Course Code
Musique	Conservatoire de musique de Québec *(external programs)*	Alto Basson Clarinette Clavecin Contrebasse Cor français Flûte traversière Guitare Hautbois Orgue Percussions Piano Saxophone Trombone Trompette Tuba Violon Violoncelle	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	167154 Sec. I* 167254 Sec. II* 167354 Sec. III* 167454 Sec. IV 167554 Sec. V
Musique	École de musique Vincent d'Indy	Flûte douce Flûte traversière Guitare Piano Violon Violoncelle	4 4 4 4 4 4	167164 Sec. I* 167264 Sec. II* 167364 Sec. III* 167464 Sec. IV 167564 Sec. V
Musique	École préparatoire de musique de l'Université du Québec à Montréal	Alto *(to come)* Basson Chant *(under revision)* Clarinette Contrebasse Cor français Flûte douce Flûte traversière Guitare Hautbois Orgue *(under revision)* Percussion Piano Saxophone Trombone Trompette Tuba Violon Violoncelle	*(to come)* 4 *(revision)* 4 4 4 4 4 4 4 *(revision)* 4 4 4 4 4 4 4 4	167174 Sec. I* 167274 Sec. II* 167374 Sec. III* 167474 Sec. IV 167574 Sec. V
Musique	Ecole préparatoire de musique de l'Université Laval	Chant Clarinette Flûte douce Flûte traversière Guitare Orgue Piano Saxophone Trompette Violon Violoncelle	4 4 4 4 4 4 4 4 4 4 4	167184 Sec. I* 167284 Sec. II* 167384 Sec. III* 167484 Sec. IV 167584 Sec. V

Course	Name of Private School	Instruments	Number of Credits	Course Code
Musique	Le mouvement de guitare classique La Soribande	Guitare	4	167 194 Sec. I*
			4	167 294 Sec. II*
			4	167 394 Sec. III*
			4	167 494 Sec. IV
			4	167 594 Sec. V
		Musique d'ensemble	1	167 191 Sec. I*
			1	167 291 Sec. II*
			1	167 391 Sec. III*
			1	167 491 Sec. IV
			1	167 591 Sec. V
Musique	Les Petits Violons	Violon	4	166 154 Sec. I*
			4	166 254 Sec. II*
			4	166 354 Sec. III*
			4	166 454 Sec. IV
			4	166 554 Sec. V
		Musique d'ensemble	1	166 151 Sec. I*
			1	166 251 Sec. II*
			1	166 351 Sec. III*
			1	166 451 Sec. IV
			1	166 551 Sec. V
Music	McGill Conservatory of Music	Clarinet	4	167 134 Sec. I*
		Flute	4	167 234 Sec. II*
		Guitar	4	167 334 Sec. III*
		Piano	4	167 434 Sec. IV
		Saxophone	4	167 534 Sec. V
		Violin	4	
		Voice	4	
Music	Royal Conservatory of Music of Toronto	Alto	4	166 164 Sec. I*
		Flute	4	166 264 Sec. II*
		Guitar	4	166 364 Sec. III*
		Piano	4	166 464 Sec. IV
		Violin	4	166 564 Sec. V
		Voice	4	
Musique	Société musicale Claude Létourneau	Violon	4	166 194 Sec. I*
			4	166 294 Sec. II*
			4	166 394 Sec. III*
			4	166 494 Sec. IV
			4	166 594 Sec. V
		Musique d'ensemble	1	166 191 Sec. I*
			1	166 291 Sec. II*
			1	166 391 Sec. III*
			1	166 491 Sec. IV
			1	166 591 Sec. V
Musique	Société musicale Le Mouvement Vivaldi	Alto	4	166 184 Sec. I*
		Violon	4	166 284 Sec. II*
			4	166 384 Sec. III*
			4	166 484 Sec. IV
			4	166 584 Sec. V

* Secondary I, II and III credits do not count toward a Secondary School Diploma.

CHAPTER 7

LIFE SKILLS AND WORK SKILLS EDUCATION FOR YOUNG PEOPLE, ON-THE JOB-TRAINING IN A RECYCLING FACILITY

CHAPTER 7

LIFE SKILLS AND WORK SKILLS EDUCATION FOR YOUNG PEOPLE, ON-THE-JOB TRAINING IN A RECYCLING FACILITY

7.1 Life Skills and Work Skills Education for Young People

7.1.1 Clientele

This program is intended for young people 16 years of age and over who are experiencing learning or adjustment difficulties.

7.1.2 Duration

The program lasts two years.

7.1.3 Characteristics

The main characteristics of the program are the following:

- specific objectives are pursued in basic general education (local programs), work placements and life skills education
- the student acquires knowledge pertaining to the workplace
- the student is prepared for employment in unskilled occupations
- work-study program (three work placements in collaboration with businesses)

7.1.4 Certification of Studies

Certification is granted as follows:

- recognition of learning achievement by the educational institution
- attestation of skills issued by the school board
- certificate issued by the school board and the Ministère de l'Éducation (only for institutions authorized by the Ministère)

7.2 On-the-job Training in a Recycling Facility

7.2.1 Clientele

This program is offered in a recycling facility and is intended for young people aged 16 and over who cannot enroll in a regular general education program.

7.2.2 Duration

The program lasts two years.

7.2.3 Characteristics

The main characteristics of the program are the following:

- specific objectives are pursued in basic general education (local programs), work placements and life skills education
- the student is exposed to a real work situation
- tasks are specifically related to recycling operations
- both the recycling company and the school are involved in the practical component of the program; the emphasis is on learning to work as part of a group.

7.2.4 Certification of Studies

Certification is granted as follows:

- recognition of learning achievement by the school board or educational institution
- certificate issued by the school board and the Ministère de l'Éducation (only for institutions authorized by the Ministère)

7.3 Procedure for the Issue of a Certificate

Any application for the issue of a certificate in life skills and work skills education or for on-the-job training in a recycling facility must be submitted once the student has completed the program.

The educational institution must send an application to Gilles Bélanger at the Direction de la sanction des études. The application must contain the following information:

- the name of the school board
- the name and address of the contact person at the school board
- the name and code of the educational institution
- the list of students, and for each student: - last name
  - first name
  - permanent code

Upon receipt of this information, the Direction de la sanction des études issues the certificates and sends them to the contact person at the school board.

The school board fixes its seal on each certificate, the president of the school board signs the official documents, and the certificate is delivered to the student.

For further information, please contact:

Gilles Bélanger
Head of Computer Operations and Information Systems
Direction de la sanction des études
Ministère de l'Éducation
1035, rue De La Chevrotière, 26e étage
Québec (Québec) G1R 5A5

Telephone: (418) 646-0301
Fax: (418) 644-6909

CHAPTER 8

REGISTRAR SERVICES

CHAPTER 8

REGISTRAR SERVICES

8.1 Old Diplomas and Statements of Marks

8.1.1 Request for Diplomas or Statements of Marks

Anyone who has obtained a diploma or statement of marks may receive a new copy of either of these documents by completing and signing form 16-7778 *(see Appendix II, Number 10)*, and sending it to the regional office concerned or to the person responsible for registrar services in Québec City *(see Appendix II, Number 12)*.

Note: The educational institution attended by the student may issue a statement of marks or an attestation for studies which were not certified by the Ministère.

8.1.2 Old Records Available

Most student records containing marks on the official examinations of the Département de l'Instruction publique (DIP) as far back as 1933 and marks on the Ministère de l'Éducation examinations from 1964 onward are available from the Direction de la sanction des études in Québec City where they are kept on:

- **paper**: from 1898 through 1932
- **microfilm**: from 1933 through 1965
- **computer**: from 1966 to the present

The Direction de la sanction des études keeps academic records on microfilm in the case of students whose studies **were certified by official DIP or ministry examinations** for the following grades and time periods:

- 6th grade — June 1933 through June 1938
- 7th grade — June 1939 through June 1963
- 8th grade — June 1933 through June 1938
- 9th grade — June 1939 through June 1965
- 10th grade — June 1940 through June 1965
- 11th grade or Secondary IV — June 1940 through June 1971
- 12th grade or Secondary V — June 1940 through June 1970
- Secondary IV — June 1971 to the present
- Secondary V — June 1971 to the present

– 12th grade CPES	June 1969 (preparatory courses for higher education)
– Institut familial II	June 1939 through June 1964
– Institut familial III and IV	June 1939 through June 1968
– écoles d'arts et métiers (certificate)	June 1957 through June 1969

For the Montréal region, official transcripts issued between 1974 and 1998 may be obtained at the:

Direction régionale de Montréal
Ministère de l'Éducation
600, rue Fullum, 10e étage
Montréal (Québec) H2K 4L1

Telephone: (514) 873-4630
Fax: (514) 873-0620

8.1.3 Protestant Anglophone Students (1898 to 1965)

Copies of transcripts may be obtained by contacting the person responsible for equivalences *(see Appendix II, Number 12)*.

8.1.4 Certificates from the Écoles d'arts et métiers

The Ministère does not have the marks for students who attended the "écoles d'arts et métiers." However, it does have a number of lists *(by year and school)* of students who earned a certificate of studies in a vocational education program from June 1957 to June 1969. It is possible to provide duplicates of these certificates, upon request.

When a student's name is not on one of the lists available from the Ministère and the student needs a transcript of marks, he or she must contact the educational institution in whose archives these records are stored *(e.g. school, school board, CEGEP)*.

8.1.5 Grade 10, 11 and 12 Diplomas

A Grade 10 diploma issued between 1939 and 1965 is considered to be equivalent to a present-day Secondary IV education.

A Grade 11 or Grade 12 diploma issued between 1939 and 1970 is considered to be equivalent to a present-day Secondary V education.

Secondary IV diplomas issued in 1971 and 1972 may be equivalent to Secondary V diplomas if the person successfully completed Grade 7.

Persons who return to secondary school and who hold a Grade 10 diploma will be granted Secondary IV credits and those who hold a Grade 11 or Grade 12 diploma will be granted Secondary V credits.

8.1.6 Closing of Private Educational Institutions

Over the last few years, several private schools have closed.

8.1.6.1 Records Kept by the Direction de la sanction des études

In accordance with the Archives Act, the Direction de la sanction des études will keep the last statement of marks issued by the following educational institutions:

- École Marguerite d'Youville
- École Saint-Michaël (Canadian Forces Base Saint-Hubert)
- Canadian Forces Base Lahr s (Germany)
- Collège Saint-Césaire

Students may obtain a copy of their statement of marks from the person in charge of registrar services in Québec City *(see Appendix II, Number 12)*.

8.1.6.2 Records Kept by Private Educational Institutions

The following private educational institutions keep their own records:

- École des Ursulines
- others (forthcoming)

8.1.7 Counterfeit Diplomas and Statements of Marks

Any person or institution with reason to doubt the authenticity of a diploma or statement of marks from the Ministère may:

- require that the person produce the original of the document in question;
- send the copies in question to the Direction de la sanction des études for verification. Requests to this effect should be addressed to the person in charge of registrar services *(see Appendix II, Number 12)*.

8.2 General Education Courses Done in Adult Education

Value of the Diploma

The diploma obtained in adult education has the same value as the diploma earned in the youth sector and gives the holder the same rights.

Consequently, the Direction de la sanction des études cannot award a diploma from the youth sector to anyone who already holds a diploma from the adult sector.

8.3 Québec-France Equivalences for Schooling

The following comparative tables are presented as guidelines and may be used to place students who attended school in other Canadian provinces or who have been educated in the French school system.

Educational institutions are ultimately responsible for evaluating the records of incoming students and placing them at the appropriate level.

	France	Québec	
Élémentaire	CI	1	Elementary
	Ce¹	2	
	Ce²	3	
	Cm¹	4	
	Cm²	5	
Collège	6e	6	
	5e	I	
	4e	II	
	3e	III	Secondary
Lycée	2e	IV	
	1re	V	
	Terminale		1st year college

8.4 Collège Stanislas and Collège Marie de France*

QUÉBEC	FRANCE
Preschool	Maternelle
Elementary (1 to 6)	Classe de 11e Classe de 10e Classe de 9e Classe de 8e Classe de 7e
Secondary I Secondary II Secondary III Secondary IV Secondary V	Classe de 6e Classe de 5e Classe de 4e Classe de 3e Classe de 2e
College I College II	Classe de 1re Classe terminale

* Students graduating from both of the above secondary-level institutions obtain a French diploma.

However, students who leave one of these institutions and transfer to a private or public educational institution in Québec must pass the Secondary IV and V local and uniform examinations. The only credits automatically recognized for certification purposes toward the secondary school diploma are those earned in History of Québec and Canada.

8.4 Education in Canada and the United States (Elementary-Secondary)[1]

	ELEMENTARY								SECONDARY					
Québec	P	P	1*	2	3	4	5	6	1	2	3	4	5	
Alberta		P	1*	2	3	4	5	6	7	8	9	10	11	12
British Columbia			1*	2	3	4	5	6	7	8	9	10	11	12
Manitoba	P	P	1*	2	3	4	5	6	7	8	9	10	11	12
New Brunswick		P	1*	2	3	4	5	6	7	8	9	10	11	12
Newfoundland		P	1*	2	3	4	5	6	7	8	9	10	11	12
Northwest Territories		P	1*	2	3	4	5	6	7	8	9	10	11	12
Nova Scotia		P	1*	2	3	4	5	6	7	8	9	10	11	12
Ontario	P	P	1*	2	3	4	5	6	7	8	9	10	11	12
Prince Edward Island			1*	2	3	4	5	6	7	8	9	10	11	12
Saskatchewan		P	1*	2	3	4	5	6	7	8	9	10	11	12
Yukon		P	1*	2	3	4	5	6	7	8	9	10	11	12
United States		P	1*	2	3	4	5	6	7	8	9	10	11	12

* = 6 years of age

P = Preschool (Kindergarten, etc.)

Shaded area = (Junior high school/middle school)

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1. Taken from *A Statistical Portrait of Elementary and Secondary Education in Canada*, Statistics Canada, Catalogue 81-526-XB.

APPENDIX I

CALENDAR OF ACTIVITIES

CALENDAR OF 1999-2000 ACTIVITIES AND PUBLICATIONS BY THE DIRECTION DE LA SANCTION DES ÉTUDES

(GENERAL EDUCATION, YOUTH SECTOR)

NOTE

The dates indicated in the calendar for sending forms to the Ministère are deadlines for their receipt. Educational institutions must therefore use the appropriate means for transmitting the forms to ensure that the Ministère receives them on time.

Legend

DSE:	Direction de la sanction des études
SB:	School board
PS:	Private school
QR:	Quintile rank
REF.:	Reference number on the master calendar
DCS:	Déclaration de la clientèle jeune en formation générale (declaration of enrolments of young persons in general education)

CALENDAR OF 1999-2000 ACTIVITIES

	ACTIVITY	SCHEDULED DATE		RESPONSIBILITY	REF.
		START	END		
1	Shipment of form 16-7755A "Choix de média" regarding information required to process secondary school examinations	1999-09-20	1999-09-21	DSE	2.2
2	Return of form 16-7755A	1999-09-27	1999-10-15	SB and PS	2.3
3*	Availability of the following banks through teleinformatics:			DSE	7.9
	Sectors-profiles	1999-10-18**			
	Subjects	1999-10-18**			
	Examinations	1999-10-18**			
	JANUARY 2000 SESSION (see 16-7175A, section 3.4.3)				
4	Shipment of order form for January uniform examinations	1999-10-06	1999-10-06	DSE	8.2
5	Shipment of registration forms for the January examinations to educational institutions using forms	1999-10-08	1999-10-08	DSE	8.3
6	Completion of the order form for the January examinations and return to the Ministère de l'Éducation	1999-10-07	1999-11-03*	SB and PS	8.4

* See the notes for the corresponding number on the last few pages of this Appendix.

** Continual updating, depending on the availability of information sent by the Direction générale de la formation professionnelle et technique and the Direction de la formation générale des jeunes.

*** This is the deadline for receipt at the Ministère.

CALENDAR OF 1999-2000 ACTIVITIES

	ACTIVITY	SCHEDULED DATE		RESPONSIBILITY	REF.
		START	END		
7*	Deadline for the updating of information pertaining to the declaration of enrolments (DCS-2). Registration for January examinations for:			SB and PS	8.5
	- institutions using forms		1999-12-02**		
	- institutions using teleinformatics		1999-12-09		
8*	Registration for examinations for:				
	1) *Français, écriture* (132560)				
	- institutions using forms	1999-10-18	1999-11-18**	SB and PS	
	- institutions using teleinformatics	1999-10-01	1999-11-19		
	2) other examinations				
	- institutions using forms	1999-10-18	1999-12-08**	SB and PS	8.7
	- institutions using teleinformatics	1999-10-01	1999-12-09		
9	Updating of examination registration	1999-12-13	1999-01-14	SB and PS	8.8
10	Shipment of labels for the students' answer booklets (132560)	1999-11-23	1999-11-23		8.13
11	*Français, écriture* (132560) examination	1999-12-09**		SB and PS	8.14
12	Shipment of examination materials to educational institutions: pre-identified answer sheets, blank answer sheets, form "Results on Uniform Examinations and Local Examinations" and pre-identified form "Note d'école et rang cinquième"	2000-01-05	2000-01-10	DSE	8.13
13	Examination session	2000-01-17	2000-01-20		8.15
14	Local correction of constructed-response uniform examinations	2000-01-17	2000-01-28	SB and PS	8.16
15	Shipment to the Ministère of answer sheets and evaluation sheets	2000-01-17	2000-02-04**	SB and PS	8.18

* See the notes for the corresponding number on the last few pages of this Appendix.

** This is the deadline for receipt at the Ministère.

*** Educational institutions must return the answer booklets to the Ministère on the same day as the examination, or at the very latest, the next day.

CALENDAR OF 1999-2000 ACTIVITIES

	ACTIVITY	SCHEDULED DATE		RESPONSIBILITY	REF.
		START	END		
16*	Transmission of school marks and QR to the Ministère:				8.19
	- institutions using forms	2000-01-17	2000-02-04*	SB and PS	
	- institutions using teleinformatics	2000-01-18	2000-02-10	SB and PS	
17	Preparation and transmission of lists, statements of marks and diplomas related to the January examinations (see item 20)	2000-02-14	2000-02-22	DSE	8.48
18*	Availability of files for decentralized productions: - Computer copy of answer sheets - Computer copy of evaluation sheets - List of failures - Moderation tables and criteria - List of answer sheets expected and not received - List of non-graduates	2000-02-14	2000-06-09	DSE	8.49
	2000 JUNE SESSION (see 16-7175A, section 3.4.4)				
19	Identification of registration forms for the June examinations	2000-01-31	2000-02-01	DSE	9.3
20	Shipment of examination registration forms (16-7703 and 16-7704)*** to educational institutions (see item 17)	2000-02-14	2000-02-22	DSE	9.6

* See the notes for the corresponding number on the last few pages of this Appendix.

** This is the deadline for receipt at the Ministère.

*** Educational institutions in the network can use teleinformatics to access the list of 1999-2000 examinations. This list is sent to institutions using forms.

CALENDAR OF 1999-2000 ACTIVITIES

	ACTIVITY	SCHEDULED DATE		RESPONSIBILITY	REF.
		START	END		
21	Deadline for the updating of information pertaining to the declaration of enrolments for:				
	- institutions using forms		2000-04-07	SB and PS	10.1
	- institutions using teleinformatics		2000-04-14		
22	Registration for examinations for:				
	- institutions using forms	2000-03-01	2000-04-07*	SB and PS	10.5
	- institutions using teleinformatics	2000-03-01	2000-04-13		
23	Return of examination registration forms (16-7703 and 16-7704) to the DSE		2000-04-07*	SB and PS	10.6
24*	Update of examination registration for:				10.13
	- institutions using forms	2000-05-08	2000-06-09*	SB and PS	
	- institutions using teleinformatics	2000-05-08	2000-06-15		
25	Shipment of labels for the students' answer booklets (128560)	2000-04-17	2000-04-17		11.13
26	Shipment of materials to educational institutions: pre-identified answer sheets, blank answer sheets, form "Results on Uniform Examinations and Local Examinations" and pre-identified form "Note d'école et rang cinquième"	2000-04-19	2000-06-01		11.13
27	*Français, écriture* (128560) examination	2000-05-04**			12.4
28	Examination session	2000-06-16	2000-06-22		12.4
29	Return of answer sheets 16-7761, 16-7762 to the DSE. Return of form 16-7752 (TX 59)	2000-06-16 2nd publ. 3rd publ.	2000-06-28** 2000-07-13 2000-08-25	SB and PS	12.6
30	Transmission of school marks and QR to the Ministère			SB and PS	12.6 and 12.8
	1st publication:				
	- institutions using forms	2000-06-16	2000-06-28**	SB and PS	
	- institutions using teleinformatics	2000-06-16	2000-07-04		

* See the notes for the corresponding number on the last few pages of this Appendix.

** This is the deadline for receipt at the Ministère.

*** Educational institutions must return the answer booklets to the Ministère on the same day as the examination, or at the very latest, the next day.

CALENDAR OF 1999-2000 ACTIVITIES

	ACTIVITY	SCHEDULED DATE		RESPONSIBILITY	REF.
		START	END		
	2nd publication (general education):				
	- institutions using forms	2000-07-04	2000-07-13*	SB and PS	
	- institutions using teleinformatics	2000-07-05	2000-07-14		
	3rd publication (general education):				
	- institutions using forms	2000-07-14	2000-08-25*	SB and PS	
	- institutions using teleinformatics	2000-07-17	2000-08-31 (4:00 p.m.)		
31**	Availability of files for decentralized productions: - Computer copy of answer sheets - Computer copy of evaluation sheets - List of failures - Moderation tables and criteria - List of answer sheets expected and not received - List of non-graduates				
	1st publication	2000-07-07	2000-07-14	DSE	12.1
	2nd publication	2000-07-17	2000-09-01		6
	3rd publication	2000-09-04	2000-11-06		
32**	Availability of the status of transmission of data to the Ministère	Ongoing		DSE	12.1 5
33	Transmission of official statements of marks and diplomas to students				
	1st publication - statements of marks	2000-07-07	2000-07-10	DSE	
	2nd publication - statements of marks	2000-07-17	2000-07-18		
	3rd publication - statements of marks and diplomas	2000-09-05	2000-09-07		
34	Transmission of the June results (copy of statements of marks, information lists and statistics) to educational institutions				15.6
	1st and 2nd publications	2000-07-24	2000-07-24	DSE	
	3rd publication (including August session)	2000-09-15	2000-09-15		

* This is the deadline for receipt at the Ministère.

** See the notes for the corresponding number on the last few pages of this Appendix.

CALENDAR OF 1999-2000 ACTIVITIES

	ACTIVITY	SCHEDULED DATE		RESPONSIBILITY	REF.
		START	END		
	2000 AUGUST SESSION (see 16-7175A, section 3.4.5)				
35	Shipment of order forms to educational institutions	2000-05-15	2000-05-15	DSE	14.2
36	Return of order forms to the DSE	2000-05-15	2000-06-02	SB and PS	14.3
37	Shipment of materials to educational institutions: blank answer sheets, blank evaluation sheets, form "Results on Uniform Examinations and Local Examinations"	2000-07-24	2000-07-24	DSE	
38	*Français, écriture* (128560) examination	2000-08-01*			
39	Examination session	2000-08-01	2000-08-04		14.5
40	Transmission of certification data for the August session to the DSE on form "Results on Uniform Examinations and Local Examinations" (16-7752-01)***	2000-08-04	2000-08-16**	SB and PS	14.7

* Educational institutions must return the answer booklets to the Ministère on the same day as the examination, or at the very latest, the next day.

** This is the deadline for receipt at the Ministère.

*** Except for the *Français, écriture* (128560) examination, for which educational institutions must transmit the original copy for correction at the Ministère.

APPENDIX I

ADDITIONAL ACTIVITIES RELATED TO THE CERTIFICATION OF STUDIES

(Educational Institutions Using TELEINFORMATICS)

3* Produce the list of subjects (099-AI-01) and ensure that:

- the subject codes appearing in the institution's subject-time allocation are all ACTIVE, that is, usable for the current year (see date for END of application)

Produce the summary list of sectors/profiles (099-MG-01) and ensure that:

- the program codes used for the registration of students (in the DCFP) are correct: it is important to check:

  - that the codes used are applicable for the next school year;
  - that the codes used are applicable to the targeted cohort of students. For example, for a given program, if Schedule II of the *Vocational Education Directives* indicates that the program will end in a certain year, students in a NEW cohort must not be allowed to enrol in the program. A new program exists in the list, and the year of implementation indicated is the current school year; the new cohort of students must be enrolled in this program.

Produce the list of examinations according to the profiles or programs of study by sector (099-MG-02) and ensure that:

- the examination codes used for each student, according to the school report, are part of a vocational education program defined above and that these codes are applicable.

Produce the list of examinations (099-AN-01) and ensure that:

- the examination codes used in the institution's timetable have all been included in the list of active examinations for the current cycle (see date for end of application).

7* Update information pertaining to enrolments (e.g. changes in address) and ensure that all students for whom certification data will be transmitted in January are enrolled AFTER September 30 in DCS-II.

---

* These numbers refer to the corresponding main activity in the calendar of activities related to the certification of secondary school studies.

8* When the registrations have been transmitted and validated at the Ministère, produce the list for the status of data transmission to the Ministère (État d'avancement de la transmission des données au Ministère, 099-HE-01) and check that:

- the difference between the number of students registered (clientèle inscrite) and the potential enrolment (clientèle potentielle) is normal. This difference could be attributable to students with handicaps or students with learning or adjustment difficulties;
- the number of students registered for uniform (uniques) and local (locales) examinations before the production of materials (avant matériel) corresponds to the number expected by the educational institution;
- the number of students registered after the production of materials (après matériel) equals the number of operations (creations and cancellations) carried out during the period allowed for this purpose (see item 9 in the calendar);
- the number of evaluation sheets that will be pre-identified for the *Français, écriture* examination is normal, that is, equal to the number of students enrolled in 128560 and 634560.

16* Produce the list for the status of data transmission to the Ministère (État d'avancement de la transmission des données au Ministère, 099-HE-01) and ensure that:

- the percentage of data received/expected (reçues/attendues) is around 96 to 98;
- the amount and percentage of certification data to be received (à recevoir) is acceptable. This percentage should not exceed 3 or 4;
- the amount of certification data received/not expected (reçues/non-attendues) is in conformity with the data transmitted by the educational institution for students who were not registered for the examinations.

18 * Retrieve the file for the computer copy of the answer sheets and use it as needed; for example, produce an analysis of items.

18.1* For each type of data (e.g. school marks and answer sheets), produce the lists for certification data that is expected/not yet received (attendues/non-reçues) and ensure that all expected results have been transmitted.

* For the purpose of analysis, produce the following lists:

- list of failures by permanent code, by examination or summary of failures
- moderation tables and criteria
- lists of non-graduates

21 * Carry out the same activity described in item 7.

22 * Carry out the same activity described in item 8.

24 * Carry out the same activity described in items 8 and 16 and carefully check statistics pertaining to examination registration after the production of materials (après matériel).

31 * Carry out the same activity described in items 18.1 and 18.2.

32 * For each publication related to the June examination session, repeat the activities described in items 8 and 16.

---

* These numbers refer to the corresponding main activity in the calendar of activities related to the certification of secondary school studies.

APPENDIX II

FORMS

LIST OF FORMS

Number 1: Code Request for a Local Program of Four Credits or Less

Number 2: Information on the Person in Charge of Certification of Studies at an Educational Institution

Number 3: Results on Uniform Examinations and Local Examinations (16-7752-01)

Number 4: Request for Equivalences (16-7766)

Number 5: Authorized Absence from Uniform Examinations, Request for Equivalences (16-7768)

Number 6: Request for Re-correction of a Uniform Examination (16-7764)

Number 7: Déclaration d'effectif scolaire (46-3480)

Number 8: Request for Exemption from a Uniform Examination for Students with a Hearing Impairment (16-7776)

Number 9: Student Record Closure

Number 10: Request for Statement of Marks and Diploma—Youth Sector (16-7778)

Number 11: List of Persons in Charge of Certification of Studies at the Regional Offices

Number 12: List of Persons in Charge of Activities at the Direction de la sanction des études

APPENDIX II - Number 1

CODE REQUEST

FOR A LOCAL PROGRAM
OF FOUR CREDITS OR LESS

Administrative Region	Regional Office
School Board or Institution	School Board or Institution Code
File Coordinator	Telephone
Signature	Date

Please return this request to the person in charge at your regional office.

FIELD OF STUDY: ARTS ☐ **DISCIPLINE:** _____

PERSONAL DEVELOPMENT ☐

LANGUAGES ☐

MATHEMATICS ☐

SCIENCE AND TECHNOLOGY ☐

SOCIAL STUDIES ☐

LEVEL OF EDUCATION: ELEMENTARY ☐ **SECTOR:** ENGLISH ☐

SECONDARY ☐ FRENCH ☐

CYCLE: 1 ☐ **GRADE:** 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

2 ☐

NUMBER OF HOURS/YEAR ☐☐☐ **START OF IMPLEMENTATION (YEAR)** ☐☐☐

CODE ☐☐☐ ☐☐☐
(reserved for Ministère use)

NUMBER OF CREDITS: _____

TITLE: _____

_____

BRIEF DESCRIPTION: _____

_____

_____

_____

_____

_____

The code will be given by the Direction de la sanction des études.

INFORMATION ON THE PERSON IN CHARGE OF CERTIFICATION OF STUDIES AT AN EDUCATIONAL INSTITUTION

NAME OF EDUCATIONAL INSTITUTION _____

INSTITUTION CODE _____

PERSON IN CHARGE OF CERTIFICATION OF STUDIES IN GENERAL EDUCATION FOR THE YOUTH SECTOR
NAME:
ADDRESS:
TELEPHONE:
FAX:
E-MAIL:

_____ _____

Signature of Director of Educational Services Signature of Director General

Should any of this information change during the year, please return this form to:

Sylvie Fortier
Direction de la sanction des études
Ministère de l'Éducation
1035, rue De La Chevrotière, 26e étage
Québec (Québec) G1R 5A5

Telephone: (418) 643-3482
Fax: (418) 644-6909

Ministère de l'Éducation
Direction de la sanction des études

RESULTS ON UNIFORM EXAMINATIONS AND LOCAL EXAMINATIONS

TX	INSTITUTION	SCHOOL	YEAR	SESSION	EXAMINATION CODE	STUDENT GROUP
5 9						
1 2	3 5	6 8	9 10	11	12 17	18 19

(Where student took examination)

1- January
2- June
3- August

Title of Examination: _____

EDUCATIONAL INSTITUTION (attended by student)		STUDENT PERMANENT CODE	SCHOOL MARK			MARK ON UNIFORM EXAMINATION	
			PROCESSING CODE	RESULT (OUT OF 100)	R/S	PROCESSING CODE	RESULT (OUT OF 100)
20 22	23 25	26 37	38	39 41	42	43	44 46
20 22	23 25	26 37	38	39 41	42	43	44 46
20 22	23 25	26 37	38	39 41	42	43	44 46

INSTRUCTIONS ON REVERSE SIDE

Signature of the person in charge of the certification of studies at the institution

NAME OF INSTITUTION: _____ **TELEPHONE:** (___) _____

FAX: (___) _____

SIGNATURE: _____ **DATE:** _____

INSTRUCTIONS

PURPOSE OF FORM

This form is used to send the Ministère either the school mark for a student for whom a pre-identified form has not been prepared or the results on uniform examinations differing from those administered to the students as a whole for a given examination session. In the latter case, however, a prior agreement must be concluded between the institution and the Direction de la sanction des études.

This form is also used to transmit student results for examinations retaken during the month of August.

GENERAL COMMENTS

- Write the group number in boxes 18 and 19 of the form. If this form is used to transmit the school mark for a uniform examination, the group number recorded must be the same as that indicated on the answer sheet.

- The result must be recorded using the three boxes provided. For example, to record a mark of 8, complete the boxes as follows:

0	0	8

The following may also be recorded:

É	Q	U	(equivalence)	S	U	C	(pass)	E	C	H	(failure)

PROCESSING CODE

School Mark

- Do not record the processing code the first time data is transmitted for a given session (June, August or January).

- Write codes A, B, R or T to indicate the following:

A	REPLACE the school mark with a new mark;
B	CANCEL the school mark;
R	DO NOT WAIT for the student's school mark;
T	RECORD that a student was absent from a local examination.

Mark on Uniform Examination

- Do not record the processing code the first time data is transmitted for a given session (June, August or January).

- Write codes A, B, C, D, R or T to indicate the following:

A	REPLACE the mark on the uniform examination with a new mark;
B	CANCEL the mark for the uniform examination;
C	RECORD the mark on the uniform examination that the school sends for the first time, but do not convert this mark (this code may be used only after an agreement has been reached with the DSE);
D	REPLACE the mark on the uniform examination with a new mark, but do not convert this mark (this code may be used only after an agreement has been reached with the DSE);
R	DO NOT WAIT for the student's mark on the uniform examination;
T	RECORD that a student was absent from a uniform examination.

APPENDIX II - Number 4

REQUEST FOR EQUIVALENCES

STUDENT

Name _____

Present address _____

_____ Postal code | | | | | | |

Permanent code | | | | | | | | | | | | Telephone | | | | | | | | | | |

SCHOOL

Name _____

Addresse _____

_____ Postal code | | | | | | |

Telephone | | | | | | | | | | | | Fax | | | | | | | | | | |

EQUIVALENCES REQUESTED

CODES		TITLE

Signature of the person in charge of the certification of studies

Date _____

Revised September 1998

Form 16-7766

APPENDIX II - Number 5

AUTHORIZED ABSENCE FROM UNIFORM EXAMINATIONS
REQUEST FOR EQUIVALENCES

STUDENT SESSION _____ 19____

NAME _____

ADDRESS _____

POSTAL CODE | | | | | | |

PERMANENT CODE | | | | | | | | | | | | TELEPHONE | | | | | | | | | | |

EDUCATIONAL INSTITUTION

NAME _____

INSTITUTION CODE | | | | | | |

TELEPHONE | | | | | | | | | | | | | | |

ABSENCE

Reason: Illness or accident ☐ Court summons ☐

Death of a relative ☐ Participation in an event ☐

Supporting documents enclosed ☐

Most recent school report enclosed ☐

EXAMINATION

TITLE	EXAMINATION CODE	GROUP NUMBER	SCHOOL MARK	GROUP AVERAGE

SIGNATURE

SIGNATURE OF THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES AT THE INSTITUTION

_____ DATE _____ 19_____

16-7768

EQUIVALENCES FOR AUTHORIZED ABSENCES

The Ministère grants equivalences for authorized absences from uniform examinations administered for the purposes of obtaining a Secondary School Diploma.

LIMIT

A maximum of 16 credits at the secondary level may be granted to students subject to the transitional certification system and the new certification system.

ELIGIBLE STUDENTS

Students must be registered for the examination and have taken the course corresponding to the examination, in conformity with the school board's regulations:

- during the entire year for absences in the JUNE examination session;
- during the summer session for absences in the AUGUST examination session;
- during the first term for absences in the JANUARY examination session.

Students who do not sit for a make-up examination and who have not taken a remedial course are not entitled to an equivalence and must take the examination in question at a later session.

EQUIVALENCE GRANTED

An equivalence for an authorized absence is granted only if the moderated school mark is equal to or higher than the pass mark. When an examination consists of several components, an equivalence may be granted even if the moderated school mark for one of the components is lower than the pass mark; however, the total for all the components must be equal to or higher than the pass mark.

All requests for an equivalence for an authorized absence must be sent to the Ministère by the educational institution within two months after the examination session.

ACCEPTABLE REASONS

Absence from a uniform examination may be authorized for the following reasons only:

- serious illness or accident confirmed by a medical certificate
- death of a close relative
- court summons
- participation in an event held at the provincial, national or international level, such as a convention, a sports competition or an arts festival previously authorized by the educational institution

A copy of the certificates or supporting documents is sent to the Ministère and the original is kept by the educational institution.

PROCEDURE

All requests for equivalences for authorized absences must be submitted to the educational institution using form 16-7768; the request must be accompanied by a copy of the student's most recent school report and supporting documents.

Requests received at the Ministère during August will be processed for the September publication of marks. A temporary letter may be issued by the DSE to students eligible for an SSD through the granting of equivalences.

Requests should be sent to: Yves Paquet
Direction de la sanction des études
Ministère de l'Éducation
Édifice Marie-Guyart, 10e étage
1035, rue De La Chevrotière
Québec (Québec) G1R 5A5

REQUEST FOR RE-CORRECTION OF A UNIFORM EXAMINATION

STUDENT

NAME _____

ADDRESS _____

POSTAL CODE ☐☐☐ ☐☐☐

PERMANENT CODE ☐☐☐☐ ☐☐☐☐☐☐ ☐☐ TELEPHONE ☐☐☐ ☐☐☐☐

STUDENT'S SIGNATURE _____

EDUCATIONAL INSTITUTION

SCHOOL WHERE STUDENT TOOK EXAMINATION

NAME _____

ADDRESS _____

POSTAL CODE ☐☐☐ ☐☐☐

SCHOOL BOARD _____

INSTITUTION CODE ☐☐☐ ☐☐☐

EXAMINATION

TITLE OF EXAMINATION _____

EXAMINATION CODE ☐☐☐ ☐☐☐ GROUP NUMBER ☐☐ SCHOOL MARK ☐☐☐

SESSION _____ 19 ___

SIGNATURE

SIGNATURE OF THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES AT THE EDUCATIONAL INSTITUTION

_____ DATE _____ 19 _____

16-7764

INSTRUCTIONS

Anyone asking to have an examination corrected again must provide all the information requested and meet the following conditions:

1. The request must be sent to the Ministère by the **educational institution**.

2. The following must be enclosed with form 16-7764:

   - a photocopy of the student's official statement of marks;

   - the student's copy of the free-response examination, if applicable;

   - $2.30 (includes GST) for each individual request; this amount will not be reimbursed even if the mark does not change. The amount is payable by **certified cheque** or **money order** to the Minister of Finance.

3. A separate form 16-7764 must be used for each examination to be re-corrected.

Send to:

Marcel Tanguay
Centre de collecte des données
Direction de la sanction des études
Ministère de l'Éducation
1035, rue De La Chevrotière, 26e étage
Québec (Québec) G1R 5A5

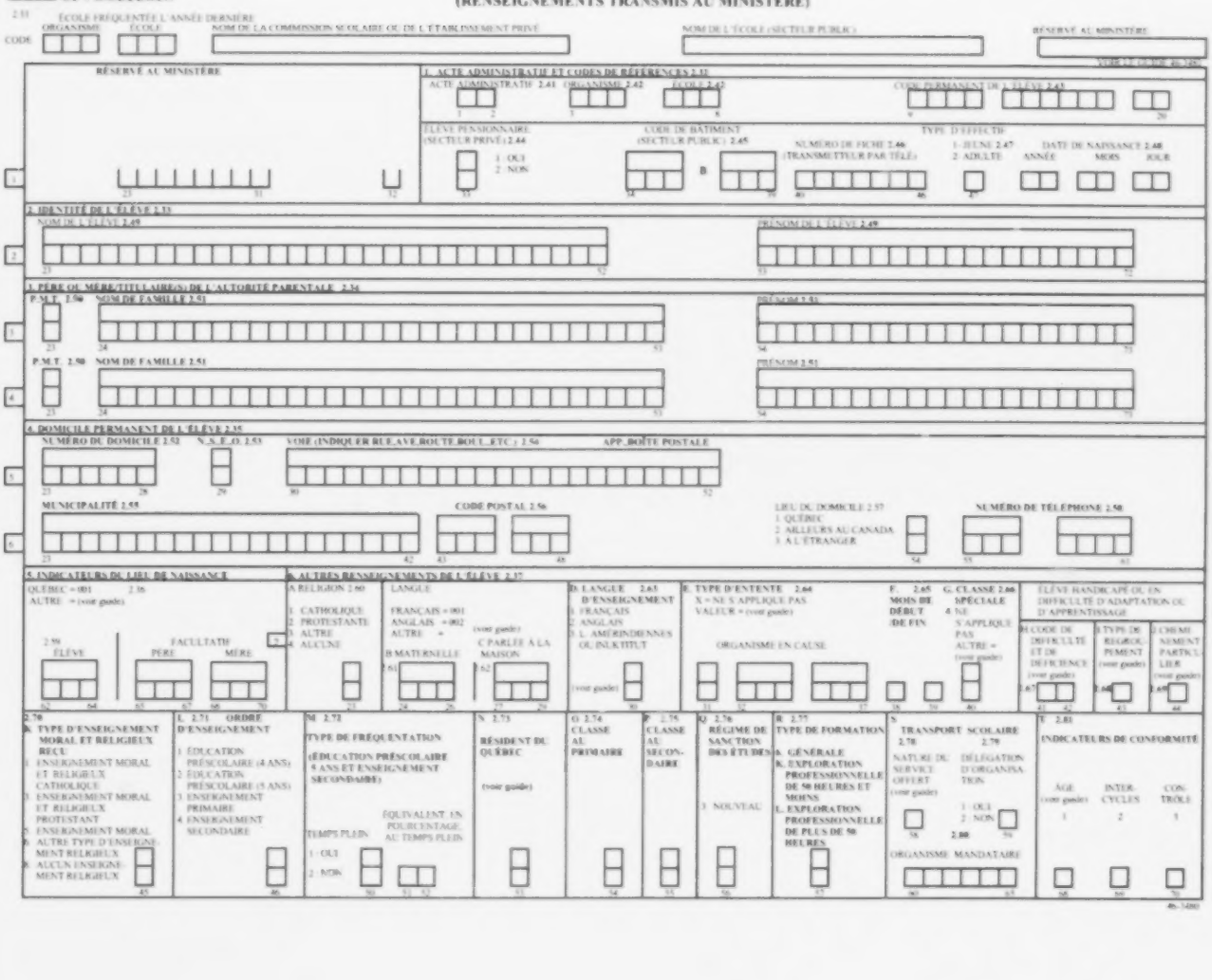
Gouvernement du Québec
Ministère
de l'Éducation

DÉCLARATION D'EFFECTIF SCOLAIRE

ANNÉE SCOLAIRE 1999-2000

(RENSEIGNEMENTS TRANSMIS AU MINISTÈRE)

APPENDIX II - Number 7



REQUEST FOR EXEMPTION FROM A UNIFORM EXAMINATION FOR STUDENTS WITH A HEARING IMPAIRMENT

STUDENT

NAME _____

PERMANENT CODE | | | | | | | | | | | | | |

EDUCATIONAL INSTITUTION

NAME _____

INSTITUTION CODE | | | | | | |

TELEPHONE | | | | | | | | | | | |

REQUEST

EXAMINATION CODE		TITLE OF EXAMINATION	SCHOOL MARK	FINAL MARK

SIGNATURE

SIGNATURE OF THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES AT THE EDUCATIONAL INSTITUTION

_____ DATE _____ 19 _____

16-7776

STUDENT RECORD CLOSURE

STUDENT IDENTIFICATION

LAST NAME _____

FIRST NAME _____ TEL: (HOME) _____

ADDRESS _____ (WORK) _____

_____

POSTAL CODE _____

PERMANENT CODE | | | | | | | | | | | | | |

DATE OF BIRTH _____ - _____ - _____
YEAR MONTH DAY

DESCRIPTION OF EXAMINATIONS USED

A) UNIFORM EXAMINATIONS

CODE	TITLE	SESSION	YEAR	RESULT

B) LOCAL EXAMINATIONS

Student's result: _____

EDUCATIONAL INSTITUTION _____

_____ _____
DATE PERSON IN CHARGE OF CERTIFICATION OF STUDIES

Gouvernement du Québec
Ministère de l'Éducation

APPENDIX II - Number 10

REQUEST FOR STATEMENT OF MARKS AND DIPLOMA, YOUTH SECTOR

STUDENT INFORMATION

Last name at birth _____ First name _____

Full name of father _____ Full name of mother _____

Year Month Day

Permanent code (if known) Date of birth Sex

Present address _____

Postal code Telephone

RECIPIENT OF DOCUMENT(S)

Name _____

Address _____

Postal code Telephone

Name of person making request _____

DOCUMENT(S)

Statement of marks ☐ Grade* Year (June) Public school ☐ Trade (if applicable)

Diploma ☐ Private school ☐ _____

Name of school _____

Municipality _____

Statement of marks ☐ Grade* Year (June) Public school ☐ Trade (if applicable)

Diploma ☐ Private school ☐ _____

Name of school _____

Municipality _____

SIGNATURE

Signature of the student or authorized person making the request

_____ Date _____

* Grades 7, 8, 9, 10, 11, 12, CPES, EPSC, Sec. IV, Sec. V, SSVC, SSVD, DVS (as of 1998-07-01), AVS

16-7778

NOTE

Only persons who were in the youth sector of a secondary school and who were registered for examinations administered by the Département de l'Instruction publique or the Ministère de l'Éducation may receive a copy of their statement of marks and diploma.

Please return this form to:

Nicole Giguère
Direction de la sanction des études
Ministère de l'Éducation
Édifice Marie-Guyart, 26e étage
1035, rue De La Chevrotière
Québec (Québec) G1R 5A5

Fax: (418) 644-6909

LIST OF PERSONS IN CHARGE OF CERTIFICATION OF STUDIES AT THE REGIONAL OFFICES

REGION	NAME	ADDRESS
01	Diane Tardif	Direction régionale Bas-St-Laurent—Gaspésie—Îles-de-la-Madeleine 376, avenue de la Cathédrale Rimouski (Québec) G5L 5K9 Telephone: (418) 727-3613
02	Gilles Morin	Direction régionale du Saguenay—Lac-St-Jean 3750, boulevard du Royaume, 2e étage B-202 Jonquière (Québec) G7X 0A5 Telephone: (418) 695-8855
03	Jean-Claude Turgeon	Direction régionale Québec—Chaudière-Appalaches 1020, route de l'Église, 3e étage Sainte-Foy (Québec) G1V 3V9 Telephone: (418) 644-2395
04	André Lemieux	Direction régionale de la Mauricie—Bois-Francs 100, rue Laviolette, 2e étage Trois-Rivières (Québec) G9A 5S9 Telephone: (819) 371-4994
05	Jean-Luc Bombardier	Direction régionale de l'Estrie 200, rue Belvédère Nord, local 3.05 Sherbrooke (Québec) J1H 4A9 Telephone: (819) 820-3075
06.1	Jean-Marie L'Heureux	Direction régionale Laval-Laurentides-Lanaudière 300, rue Sicard, 2e étage, bureau 200 Sainte-Thérèse (Québec) J7E 3X5 Telephone: (450) 430-1735
06.2	Sylvie Demers	Direction régionale de la Montérégie 201, Place Charles-Lemoyne, 6e étage Longueuil (Québec) J4K 2T5 Telephone: (450) 928-5029
06.3	Liliane Gauthier	Direction régionale de Montréal 600, rue Fullum, 10e étage Montréal (Québec) H2K 4L1 Telephone: (514) 873-5299
07	Raymond Bourguignon	Direction régionale de l'Outaouais 170, Hôtel de Ville, 4e étage Hull (Québec) J8X 4C2 Telephone: (819) 772-3382
08	Martial Gaudet	Direction régionale de l'Abitibi-Témiscamingue 180, boulevard Rideau, 2e étage, bureau 2.02 Rouyn-Noranda (Québec) J9X 1N9 Telephone: (819) 763-3002
09	Aline Martin	Direction régionale de la Côte-Nord 106, rue Napoléon, 2e étage Sept-Îles (Québec) G4R 3L7 Telephone: (418) 964-8424

LIST OF PERSONS IN CHARGE OF ACTIVITIES AT THE DIRECTION DE LA SANCTION DES ÉTUDES

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1) DIRECTOR

Jacques Tardif
Direction de la sanction des études
Ministère de l'Éducation
1035, rue De La Chevrotière, 26e étage
Québec (Québec) G1R 5A5

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